Board Minutes
2021

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12/20

Note: Dates after the policies indicate the date the policy was last reviewed or revised by the board.

2021 Budget

1 PERSONAL SERVICES

1.1 Salaries and wages	
1.11 Salary of librarian	$81,162
1.12 Salary of Assistants	$1,205,452
1.13 Wages of Janitor	$98,306
1.2 Employee benefits	
1.21 Employer: FICA	$105,946
1.22 Unemployment Comp	$2,464
1.23 Employer: PERF	$124,140
1.24 Employer: Group Insur.	$167,607
1.31. Other Personal Services	$0
Total Personal Services	$1,785,077

2 SUPPLIES

2.1 Office supplies	
2.11 Official records	$500
2.12 Stationery/printing	$500
2.13 Other office supplies	$7,000
2.2 Operating supplies	
2.21 Cleaning/sanitation	$7,000
2.22 Fuel/oil/lubricants	$0
2.23 Other operating supplies	$5,500
2.3 Repair/maintenance supplies	
2.31 Building materials	$1,500
2.32 Painting supplies	$400
2.33 Repair parts	$750
2.4 Other supplies	
2.41 Library supplies	$16,500
2.42 Marketing	$100
Total Supplies	$39,750

3 OTHER SERVICES/CHARGES

3.1 Professional services	
3.11 Consulting services	$0
3.12 Engineer/Arch Services	$0
3.13 Legal services	$5,000
3.14 Other profess. services	$6,400
3.145 Databases/Licensing Services	$19,000
3.146 E-Books Services	$31,500
3.147 Apps	$100
3.2 Communication/Transportation	

A1

3.21	Telephone	$13,000
3.22	Postage	$2,000
3.23	Traveling expenses	$20,000
3.24	Professional mtgs	$9,000
3.25	Freight/Express	$1,800
3.26	Network expenses	$85,320
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	$800
3.32	Printing (not offc. supply)	$0
3.33	Marketing advertising	$3,500
3.4	Insurance	
3.41	Official bonds	$500
3.42	Other insurance	$27,500
3.5	Utility services	
3.51	Gas	$25,000
3.52	Electricity	$110,000
3.53	Water	$3,500
3.54	Waste disposal service	$8,000
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	$117,000
3.62	Equipment	$500
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	$300
3.91	Dues	$2,600
3.92	Interest on loans	$0
3.93	Taxes/Assessments	$2,100
3.94	Transfer to LIRF	$0
3.95	Book reimbursement	$200
3.96	Petty cash	$120
3.97	Interview/moving expense	$0
3.98	Maintenance contracts	$108,690
	Total Other Services/Charges	$603,430
4	CAPITAL OUTLAYS	
4.1	Land	
4.2	Buildings	
4.3	Improvements	$0
4.4	Furniture/equipment	$42,000
4.5	Other capital outlays	0
4.51	Books	$150,000
4.52	Periodicals,newspapers	$16,500
4.53	Nonprint materials	$64,000
	Total Capital Outlays	$272,500
	FUND TOTAL	$2,700,757

Board Meeting Dates
2021

Meetings are held at 6:00 P.M. at the Rensselaer Library unless otherwise noted

Monday, January 11

Monday, February 8
Rensselaer Librarian & Youth Services Librarian Annual Reports

Monday, March 8

Monday, April 12 (at DeMotte)
DeMotte Librarian & Children's Librarian Annual Reports

Monday, May 10

Monday, June 14
Webmaster Annual Report

Monday, July 12

Monday, August 9

Monday, September 13 (at Wheatfield)
Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 11

Monday, November 8
Technical Services Librarian & Systems Administrator Annual Reports

Monday, December 13

Wednesday, December 29
(Special Year End Meeting-time to be announced)

Holiday Schedule 2021

The Libraries will be closed on the following days:

New Year's Day: Friday, January 1
Memorial Day: Monday, May 31
Independence Day: Monday, July 5
Labor Day: Monday, September 6
Thanksgiving: Thursday, November 25
Christmas Eve: Friday, December 24
Christmas Day: Saturday, December 25
New Year's Eve: Friday, December 31

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2021.

LIBRARY POLICY REVIEW
SCHEDULE
2021

Review Month	Policy	Policy Manual Page
January:	Materiality Policy	204
	Code of Ethics Policy	206
February:	FAX Policy	125
	Board Commitment	147
	Staff Commitment	149
	Gift Policy	183
	Debit/Credit Card Processing Policy	202
March:	Microfilm Reader/Printer Policy	155
	FMLA/Military Leave Policy	171
	LCD (Digital) Projector Policy	179
April:	Personnel Policy	109
	FFCRA Policy	220
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	Hotspot Policy	214
	Internet Acceptable Use/Safety Policy	151
	Social Media Policy	196
July:	Public Relations/Information Policy	97
	Public Records Policy	99
	Patron Tasks/Devices	194
August:	Art Exhibit/Display Case Use Policy	131
	Bulletin Board Policy	133
	Photography, Videotaping, and Other Recording Devices Policy	188
September:	Board By-Laws	81
	Mission/Role/Values	87
	Blu-ray/DVD Policy	107
	Group Visit Policy	169
October:	Public Forum Policy	137
	Harassment/Discrimination Policy	139
	Library Credit Card Policy	180
	Digital Access Card Policy	212
November:	Materials Selection Policy	93
	Circulation Policy	161
	Indemnification Policy	177
December:	No policies reviewed	

LIBRARY POLICY REVIEW
SCHEDULE
2022

Review Month	Policy	Policy Manual Page
January:	Materiality Policy	204
	Code of Ethics Policy	206
	Criminal History Policy	230
February:	Holiday Policy	127
	Library Behavior Policy	141
	Fine Free Library Policy	228
March:	Staff Complaint Policy	146
	Public Purchase Policy	175
	Proctoring Policy	216
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Study Room Use Policy	129
	Internet Acceptable Use Policy	151
	Social Media Policy	196
July:	Fax Machine Policy	125
	Reciprocal Borrowing Policy	159
	Brand & Logo Policy	218
August:	Food, Tobacco, Drug & Alcohol Policy	157
	Walking Books Policy	167
	Fixed Asset Policy	181
September:	Board By-Laws	81
	Board/Staff Privileges	143 & 145
October:	Computer Use Policy	123
	Reference Policy	135
	ADA Notice	190
	Video Surveillance Policy	200
November:	Meeting Room Policy	101-103
	Circulation Policy	161
	Interlibrary Loan Policy	210
December:	No policies reviewed	

Library Board Committees
2021

Budget Committee: Mark Heinig, chair; Janet Umlauf; Julie Davidson

Meets in July or early August to review next year's budget proposal prepared by library staff. Committee presents recommendation to the full board at the August meeting.

Director's Evaluation Committee: Kristie Housman, chair; Janelle Harper; Julie Davidson

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

Bylaws and Policy Review Committee: Janet Umlauf, chair; Natalie Waling; Kristie Housman

Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Janelle Harper, chair; Kevin Kaluf; Mark Heinig

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

Jasper County Public Library 2021 Board Members

	Phone	Term Expires	Appointed By
President: Kevin Kaluf [redacted]	[redacted] [redacted] [redacted]	June 30, 2024	County Council
Vice-President: Natalie Waling [redacted]	[redacted] [redacted] [redacted] [redacted]	December 31, 2021	County Council
Secretary: Julie Davidson [redacted]	[redacted] [redacted]	August 2, 2023	Pres. KV & West Central School Boards
Treasurer: Mark Heinig [redacted]	[redacted] [redacted]	May 9, 2022	Rensselaer Central School Board
Asst. Treasurer: Janelle Harper [redacted]	[redacted] [redacted]	December 31, 2022	County Commissioners
Janet Umlauf [redacted]	[redacted] [redacted]	December 31, 2023	County Commissioners
Kristie Housman [redacted] [redacted]	[redacted] [redacted] [redacted]	May 11, 2025	Rensselaer Central School Board

EMPLOYEE_N	JOB_TITLE	ADDRESS	CITY,STATE	TELEPHONE	CELL_PHONE
AMALONG, Rebecca	Tech Services Librarian - R	[redacted]	[redacted]	[redacted]	[redacted]
O, Donna	HR Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
BECKER, Kate	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
BEEDLE, Marlene	Specialist - D	[redacted]	[redacted]	[redacted]	[redacted]
BERGER, Sally	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
BISHOP, Nicole	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
BOLEY, Michelle	Janitor - R	[redacted]	[redacted]	[redacted]	[redacted]
BRENNAN, Grace	Page - D	[redacted]	[redacted]	[redacted]	[redacted]
BROUSSARD, Sheila	Systems Admin - R	[redacted]	[redacted]	[redacted]	[redacted]
CALDWELL, Payton	Page - D	[redacted]	[redacted]	[redacted]	[redacted]
CAVINDER, Rachael	Y.S. Specialist - W	[redacted]	[redacted]	[redacted]	[redacted]
COLE, Madison	Page - W	[redacted]	[redacted]	[redacted]	[redacted]
COMINGORE, Linda	Page - R	[redacted]	[redacted]	[redacted]	[redacted]
DELGER, Kimberly (Kim)	Specialist - D	[redacted]	[redacted]	[redacted]	[redacted]
DEVRIES, Carolynn	Specialist - W	[redacted]	[redacted]	[redacted]	[redacted]
EENIGENBURG, Patty	Assistant- D	[redacted]	[redacted]	[redacted]	[redacted]
FAGENBAUM, Autumn	Assistant/Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]
GILBERT, Jason	Maintenance - W	[redacted]	[redacted]	[redacted]	[redacted]
GILMORE, Rayann	Business Mgr - R	[redacted]	[redacted]	[redacted]	[redacted]
HACHLICA, Nickole	YS Assitant - W	[redacted]	[redacted]	[redacted]	[redacted]
HAUSENFLECK, Karla	YS Assistant - D	[redacted]	[redacted]	[redacted]	[redacted]
HELDAK, Shannon	Librarian - D	[redacted]	[redacted]	[redacted]	[redacted]
HERNANDEZ, Saul	Maintenance - D	[redacted]	[redacted]	[redacted]	[redacted]
HOPKINS, Beth	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
HUNTER, Kimberly	Assistant - R	[redacted]	[redacted]	[redacted]	[redacted]
JONES, Margaret	Janitor - W	[redacted]	[redacted]	[redacted]	[redacted]
KAMPERSAL, Samantha	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
KEOWN, James "Josh"	Janitor - D	[redacted]	[redacted]	[redacted]	[redacted]
KUHN, Rachel	Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
LAKIN, Kaitlyn	Page - R	[redacted]	[redacted]	[redacted]	[redacted]
ERT, Jean	Janitor/TS LA - D, R	[redacted]	[redacted]	[redacted]	[redacted]
INO, Kari	Assistant - R	[redacted]	[redacted]	[redacted]	[redacted]
LYONS, Diane	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
McDANIEL, Kayla	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
MICHELIN, Peggy	T.S. Specialist -R	[redacted]	[redacted]	[redacted]	[redacted]
MOLENAAR, Mary	TS Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
ODLE, Cheyann	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]
PANTOJA, Marta	Janitor - R	[redacted]	[redacted]	[redacted]	[redacted]
PARRISH, Evelyn	Agency Librarian - W	[redacted]	[redacted]	[redacted]	[redacted]
PHILLIPS, Nancy	Y.S Assistant - R	[redacted]	[redacted]	[redacted]	[redacted]
POORTENGA, Linda	HQ Librarian - R	[redacted]	[redacted]	[redacted]	[redacted]
RYAN, Thomas	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
SANDERS, Alicia	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]
SANDERS, Christina	Janitor/Courier - W, R	[redacted]	[redacted]	[redacted]	[redacted]
SCHRAG, Bonnie	Page - R	[redacted]	[redacted]	[redacted]	[redacted]
SKINNER, Jenna	Page - R	[redacted]	[redacted]	[redacted]	[redacted]
SMITH, Melissa	Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
SPEACHT, Nanette	Assistant - W	[redacted]	[redacted]	[redacted]	[redacted]
STRINGFELLOW, Patty	Director - R	[redacted]	[redacted]	[redacted]	[redacted]
THOMPSON, Linda	Assistant - W	[redacted]	[redacted]	[redacted]	[redacted]
TRAINOR, Neile	Assistant - D	[redacted]	[redacted]	[redacted]	[redacted]
VAN BLAIRCOM, Daniel	Maintenance - R	[redacted]	[redacted]	[redacted]	[redacted]
WIDNER, Melissa	Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
WILMA, Janice	Librarian - R	[redacted]	[redacted]	[redacted]	[redacted]
WYNKOOP, Dorene	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]

Revised 1/15/21

Jasper County Public Library Board and Administration Monthly Tasks

Every Month

- Library receives Certified Shares (LIT)
- Business Manager completes SBA-required uploads to the Gateway by the 25th day of the month – bank reconcilements; approved board minutes; funds ledger (summarizing total receipts, disbursements, and balances by Fund) **This new requirement began mid-year 2018 and SBA requested that we go back and upload Jan-June 2018 files, too. We honored that request.

January

1. Form the Board of Finance after the first Monday and before the last day of January. Elect officers for it. Director reports on the library's past year investments. Board designates newspapers in which library publishes notices. Board accounting resolutions are approved. List of all 2 yr old outstanding checks filed and declared void and receipted back into accounts.

2. New officers take office.

3. President appoints standing committees: Budget, Bylaws & Policy Review, Director Evaluation, Nominating

4. Annual salary ordinance is approved.

5. Library board and staff will complete Code of Ethics Disclosure Form annually.

6. Certification of Board and employees to State Board of Accounts by January 31 annually (submitted via Gateway).

7. Annual statistic report due to Indiana State Library by March 1.

8. Every three years the Library Board will solicit bids for library insurance. Begin this process in January. (Bid out in 2022.)

9. Materiality Policy & Code of Ethics Policy reviewed annually.

February

1. Annual financial report (LARS Report) due to State Board of Accounts by March 1. Business Manager completes SBA-required annual uploads to the Gateway no later than March 1 – year-end bank statement; year-end outstanding check list; year-end investment statements; detail of receipts for the year; detail of disbursements for the year; current year salary ordinance; annual employee earnings record; annual vendor history report.

2. Not later than 60 days after the expiration of each calendar year publish an annual report of the receipts and expenditures during the preceding calendar year.

3. February 28 is the deadline for each political subdivision to submit report to the DLGF of any outstanding bonds or leases (as of January 1). IC 5-1-18-9 DLGF cannot certify a budget or levy for debt service funds for the next year's budget if debt issuance report is not filed, unless the DLGF grants a waiver for good cause.

4. Update nonresident annual fee. Send copy of minutes to Indiana State Library.

5. Names and addresses of employees sent to County Treasurer upon email request.

March

1. March 1 Units file Annual Report for preceding year with SBA. In addition to being used for SBOA audit, this information is used by the Department to prepare an annual report on expenditure per capita of political subdivisions. IC 5-11-1-4; IC 6-1.1-33.5

April

1. Every three years the Library Board will designate insurance company to handle library insurance for following three years. (Designation should occur in 2022.)

2. Director Evaluation form is distributed to board members. Director submits self-evaluation to Board Evaluation Committee.

3. At April Board meeting, ask for resolution approving a request for an advanced tax draw. Then after the 12th of the month send letter to the County Treasurer (with copy to County Auditor) requesting an advance tax draw.

May

1. Annual budget workshops for Librarians and Trustees, sponsored by State Board of Tax Commissioners, State Board of Accounts, and Indiana State Library.

2. Evaluation of Director is completed and presented at executive session before monthly board meeting. Director's salary for following year is determined in open session at board meeting.

June

1. Property tax distribution of May 10 collection by June 30.

July

1. Begin preparation for ensuing year's annual budget. Budget committee prepares recommendations to report to full board in August.

2. Budget meeting with representative from DLGF to go over our budget and plug in any new figures they might have for miscellaneous revenues.

3. Finalize budget estimate, plan for public hearing, approval to advertise, and adoption.

August

1. Deadline for county auditors to certify 2021 pay 2022 net assessed values and estimates of miscellaneous revenues with units and the department. IC 6-1.1-17.1

September

1. September 1 is the last day for units, including certain libraries under IC 6-1.1-17-20.3 to submit proposed 2022 budgets, rates, and levies to county fiscal bodies or other appropriate fiscal body for review and recommendation or adoption. Local council sets the date that is typically in August in Jasper County.

2. DLGF will establish the last day for first and second publications of proposed 2022 tax levy, budget, and notice to taxpayers of public hearing. Memo is distributed to units with dates.

3. Self-evaluation forms distributed to library staff by supervisors who choose to evaluate staff at the end of the year.

October

1. October 1 is the last day for county fiscal body to complete review and issue non-binding recommendation to civil taxing units regarding civil taxing units proposed tax rates, levies, and budgets for the next year.

2. DLGF memo will indicate last possible day for taxing units to hold a public hearing on next year's budget. Public hearing must be held at least 10 days before budget is adopted.

3. DLGF memo will indicate last possible day ten or more tax payers may object to next year's budget, tax rate, or tax levy of a political subdivision.

4. Board Nominating Committee prepares slate of officers for following year.

5. At October Board meeting, ask for resolution approving a request for an advanced tax draw. Then send letter to the County Treasurer after the 12th of the month (with copy to County Auditor) requesting an advance tax draw.

In recent years Budget is adopted, usually at the regular board meeting but at least ten days after public hearing which has been held in September in recent years.

Library budget is submitted via Gateway no later than two days after adoption.
Final due date in DLGF memo.

November

1. November 1 is the deadline for all taxing units to adopt next year budgets, rates, and levies.

2. Nominating Committee presents slate of officers at board meeting.

2. Annual evaluations of the staff are completed by appropriate supervisors at branches which do not choose to evaluate on anniversary dates. Due by the end of the year!

3. Assistant treasurer is selected by board.

4. Annual Bookkeeping Workshop by State Library (might also be scheduled for December!)

5. Internal Control Standards & System Reviewed/Revised/Adopted by Board

December

1. Election of officers.

2. Hearing of ensuing year's budget by State Board of Tax Commissioners (DLGF changing this timeline so may occur later in the year or at the beginning of the next year)!

3. Library receives last installment of property, CVET, excise & financial institution tax revenues.

4. Encumbrances must be approved by Board, other fund transfers are made and transfer to LIRF (if any) made.

5. Provide board with board meeting schedule for following year.

6. Create Board Policy Review Schedule for following 2 years.

7. By December 1 names and addresses of employees sent to County Treasurer.

8. Director distributes list of ensuing years' holidays.

9. Newly elected Board Treasurer and Assistant Treasurer to provide Financial Banking Institutions with their information and sign new back authorizations as check signers. New Treasurer and Assistant Treasurer bonds to be issued for new year.

revised 12/20

Bylaws of the Board of Trustees
# of the
Jasper County Public Library

ARTICLE I

ORGANIZATION

Section 1 **Name**. The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Jasper County Public Library will be hereinafter referred to as "the Library."

Section 2 **Organization**. The Library is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.

Section 3 Geographical boundaries of the Library and taxed library district include all of Jasper County, Indiana, with the exception of Remington and Carpenter Township.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.

Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.

Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.

Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.

Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

Section 1 **Appointments** . The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.

Section 2 **Compensation**. According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

Section 1 **Open Door Law**. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.

Section 2 **Meetings**. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.

Section 3 **Regular monthly meetings**. Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.

Section 4 **Special meetings**. Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 **Executive sessions**. Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum**. For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote**. An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings**. Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)
Approval of agenda format and of consent agenda items
General business
Director's Report
Items for future agendas
Public forum
Adjournment

Section 10 **Director.** The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

Section 2 **President.** The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.

Section 3 **Vice-president.** The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.

Section 4 **Secretary.** The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

Section 5 **Treasurer.** The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee**: The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies**. When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

Section 1 **Finance powers.** The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing.** Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance.** The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.

Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

ETHICS/CONFLICT OF INTEREST FOR TRUSTEES

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

ARTICLE XI

NEPOTISM

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

ARTICLE XII

AMENDMENTS

Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.

Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; revised 10/16; revised 9/19; reviewed 9/21

J
A
N.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, January 11, 2021, 6pm
Rensselaer Public Library

Board of Finance Meeting	**Purpose**
Annual Financial Report (R 8)	Information
Outstanding Checks (F2.2)	Information
Accounting Practices for 2021 (R 9)	Action
Resolution to Allow Bill Payment with Prior Approval (R 16)	Action
Designate Newspapers for Publishing Notices (R 20)	Action

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

- Minutes of December Board Meetings
- Bills/Financial Reports
- Salary Ordinance for 2021 (R 7)
- Policy Review (R 20)

General Business

Oath of Office – Treasurer (R 20)	Action
Oath of Office – Assistant Treasurer (R 21)	Action
Conflict of Interest (R 18; R 21)	Information
Committee Assignments (R 21)	Information

Director's Report (R 20-R 23)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES
Jasper County Public Library Board of Trustees
6:00 PM

December 14, 2020
Rensselaer Library

Present: Janelle Harper, Natalie Waling, Kevin Kaluf, Janet Umlauf, Mark Heinig, Julie Davidson, Patricia Stringfellow, Rayann Gilmore
Absent: Kristie Housman

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the November Board Meeting Minutes, bills/financial reports, and Salary Ordinance Update were approved as presented on a motion by J. Umlauf and seconded by J. Davidson. Motion passed.

COVID-19 Mitigation Plan: In point D of the Maintaining Social Distancing Recommendations section we recommend striking the words 'or install Plexiglas sneeze guards' because point B already addresses Plexiglas as a means to aid in mitigation and Plexiglas does not come into the equation when determining close contact. M. Heinig moved to revise the COVID-19 Mitigation Plan as presented, seconded by J. Harper. Motion passed.

2021 Salary Increase: P. Stringfellow explained that the 2021 Budget was written to support up to a 2% salary increase. N. Waling motioned to approve a 2% salary increase for staff in 2021, seconded by J. Davidson. Motion passed.

Director Salary 2021: As per Board and Administration Monthly Tasks, Director's salary for 2021 is determined in open session. M. Heinig moved that the Director's salary be increased by 2% as approved for staff, seconded by J. Harper. Motion passed.

Election of Officers: J. Umlauf made a motion to elect the slate of officers for 2021as presented: President- K. Kaluf, Vice-President- N. Waling, Secretary- J. Davidson, Treasurer- M. Heinig, Assistant Treasurer- J. Harper. J. Harper seconded the motion. Motion passed.

End of December Board Meeting: Board members are scheduled to meet Tuesday, December 29, 2020 at 8:30am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. J. Umlauf, N. Waling, J. Davidson, and K. Kaluf are able to attend.

Director's Report: The Library received a letter from Baker Tilly Municipal Advisors notifying us of the public hearing on the proposed establishment of the DeMotte/I-65 Allocation Area. We have received official work from DLGF that our 2021 Budget has been approved. A third Long Range Plan quarterly report was provided in the board packet for board member review. We reviewed out Internal Control Standards and System. No revisions are recommended this year.

Adjournment: With no further matters for discussion J. Davidson moved to adjourn the meeting at 6:16 PM, seconded by J. Umlauf.

Mark Heinig, Secretary Pro-Tem

Attest: K. Kaluf, President

Minutes……………………………………………………………December 29, 2020
Meeting of the Jasper County Public Library Board 8:30 AM
Rensselaer Library

Present: Kevin Kaluf, Janet Umlauf, Natalie Waling, Julie Davidson, Patty Stringfellow

K. Kaluf appointed N. Waling Secretary Pro Tem in the absence of the Secretary and Treasurer.

On a motion by J. Davidson, seconded by J. Umlauf, the Board unanimously approved year-end bills.

On a motion by N. Waling, seconded by J. Umlauf the Board unanimously approved transfers in the Operating Fund.

With no further business, the meeting adjourned at 8:34 AM.

Natalie A. Waling

Attest: Kevin Kaluf

Natalie Waling, Secretary Pro Tem

CIRCULATION BY HOLDINGS CODE
December 2020

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	18	1	2	21
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	21	4	0	25
Blu-Ray (DBR)	110	5	2	117
Books on CD (DBKCD)	77	7	3	87
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	9	3	1	13
Digital Audiobooks (DDA)	3	0	6	9
DVD (DDVD)	1114	84	97	1295
Equipment (DEQP)	30	0	0	30
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	390	17	16	423
Fiction Fantasy (DFICF)	2	0	0	2
Fiction Inspirational (DFICI)	65	3	6	74
Fiction Mystery (DFICM)	88	4	2	94
Fiction New (DFICNEW)	364	23	11	398
Fiction Science Fiction (DFICSF)	7	0	2	9
Fiction Western (DFICW)	0	0	0	0
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	32	1	5	38
Hanging Bags (DHANG)	7	5	5	17
Hotspots (DWIFI)	3	19	4	26
ILL (DILL)	22	0	0	22
Internet (DINTER)	290	0	0	290
Juv. Audio book (DJAUDB)	15	1	0	16
Juv. Biography (DJBIO)	20	2	1	23
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	8	2	0	10
Juv. Digital Device (DJDDP)	6	0	3	9
Juvenile Easy (DJE)	531	16	30	577
Juv. Easy Non-fiction (DJENF)	17	1	2	20
Juv. Easy Reader (DJER)	266	3	8	277
Juv. Easy Reader NF (DJERN)	0	5	0	5
Juv. Fiction (DJFIC)	435	8	23	466
Juv. Graphic Novel (DJGN)	112	3	5	120
Juv. Holiday books (DJHOL)	186	12	39	237
Juv. Launchpads (DPTAB)	2	1	4	7
Juv. Magazine (DJMAG)	8	0	0	8
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	162	11	23	196
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	77	16	5	98
Large Print Fiction (DLPF)	61	6	6	73
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	90	8	7	105
Large Print Nonfic (DLPNF)	3	0	2	5
Large Print Western (DLPW)	10	0	0	10
Magazine (DMAG)	271	0	3	274
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	0	0	0	0
Nonfiction 100 (DNF100)	11	1	0	12
Nonfiction 200 (DNF200)	16	2	1	19
Nonfiction 300 (DNF300)	30	3	8	41
Nonfiction 400 (DNF400)	4	0	2	6
Nonfiction 500 (DNF500)	2	0	2	4
Nonfiction 600 (DNF600)	64	6	8	78
Nonfiction 700 (DNF700)	26	5	5	36
Nonfiction 800 (DNF800)	7	1	4	12
Nonfiction 900 (DNF900)	30	1	3	34
Nonfiction Blu-Ray (DNFBR)	3	0	0	3
Nonfiction DVD (DNFDVD)	28	3	3	34
Nonfiction (DNFIC)	6	0	0	6
Nonfiction New (DNFNEW)	116	16	7	139
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	0	1	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	3	0	0	3
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	54	1	55
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	8	0	0	8
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	2	2
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	61	2	9	72
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	5	0	0	5
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)				0
Storage (DZSTO)	1	0	0	1

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	9	1	14
Blu-Ray (RBR)	21	319	3	343
Books on CD (RBKCD)	3	43	0	46
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	18	110	3	131
Digital Audiobooks (RDA)	0	1	0	1
DVD (RDVD)	165	1490	85	1740
Equipment (REQP)	0	1	0	1
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	39	414	14	467
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	25	253	15	293
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	37	1	38
Hanging Bag (RHANG)	1	8	2	11
Hotspots (RWIFI)	1	20	3	24
ILL (RILL)	1	16	0	17
Internet (RINTER)	0	185	0	185
Juv. Audio book (RJAUDB)	2	18	5	25
Juv. Biography (RJBIO)	6	6	1	13
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	3	0	3
Juv. Digital Device (RJDDP)	0	3	0	3
Juvenile Easy (RJE)	57	371	42	470
Juv. Easy Non-fiction (RJENF)	1	45	3	49
Juv. Easy Reader (RJER)	77	134	10	221
Juv. Easy Reader NF (RJERN)	3	25	3	31
Juv. Fiction (RJFIC)	46	202	10	258
Juv. Graphic Novel (RJGN)	1	38	18	57
Juv. Launchpads (RPTAB)	1	3		4
Juv. Magazine (RJMAG)	0	0	0	0
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	16	109	29	154
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	4	101	4	109
Large Print Fiction (RLPF)	11	105	5	121
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	5	102	1	108
Large Print Nonfic (RLPNF)	0	8	0	8
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	97	0	97
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	2	0	3
Non-Fiction 100 (RNF100)	1	25	5	31

Non-Fiction 200 (RNF200)	1	14	0	15
Non-Fiction 300 (RNF300)	15	33	9	57
Non-Fiction 400 (RNF400)	0	0	2	2
Non-Fiction 500 (RNF500)	2	4	0	6
Non-Fiction 600 (RNF600)	11	75	22	108
Non-Fiction 700 (RNF700)	6	22	3	31
Non-Fiction 800 (RNF800)	0	2	1	3
Non-Fiction 900 (RNF900)	0	10	2	12
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	8	72	2	82
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	17	93	10	120
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	48	1	2	51
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	3	0	36	39
STEAM Kits (RSTEAM)	0	5	0	5
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	0	1
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	0	83	10	93
YA Music CD (RYACD)	1	12	0	13
YA Nonfiction (RYANF)	0	6	4	10
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)				0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	0	6	6
Blu-Ray (WBR)	13	7	102	122
Books on CD (WBKCD)	9	8	56	73
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	5	2	19	26
Digital Audiobooks (WDA)	4	0	7	11
DVD (WDVD)	103	43	944	1090
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	38	14	174	226
Fiction Fantasy (WFICF)	0	0	5	5
Fiction Inspirational (WFICI)	16	1	37	54
Fiction Mystery (WFICM)	0	7	39	46

Fiction New (WFICNEW)	37	11	133	181
Fiction Science Fiction (WFICSF)	1	0	3	4
Fiction Western (WFICW)	0	0	14	14
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	12	33	45
Hanging Bags (WHANG)	1	1	7	9
Hotspots (WWIFI)	0	13	11	24
ILL (WILL)	5	2	5	12
Internet (WINTER)	0	0	93	93
Juv. Audio book (WJAUDB)	1	0	16	17
Juv. Biography (WJBIO)	2	0	6	8
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	2	2
Juv. Digital Device (WJDDP)	0	0	0	0
Juvenile Easy (WJE)	53	29	479	561
Juv. Easy Non-fiction (WJENF)	1	1	52	54
Juv. Easy Reader (WJER)	11	3	145	159
Juv. Easy Reader NF (WJERN)	0	0	2	2
Juv. Fiction (WJFIC)	75	14	221	310
Juv. Graphic Novel (WJGN)	2	1	38	41
Juv. Launchpads (WPTAB)			5	5
Juv. Magazine (WJMAG)	0	0	8	8
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	34	9	168	211
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	13	1	140	154
Large Print Fiction (WLPF)	4	4	59	67
Large Print Inspirational (WLPI)	0	0	4	4
Large Print Mystery (WLPM)	0	0	5	5
Large Print New (WLPN)	9	4	73	86
Large Print Nonfic (WLPNF)	4	1	13	18
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	3	0	70	73
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	1	0	5	6
Non-Fiction 200 (WNF200)	4	0	6	10
Non-Fiction 300 (WNF300)	1	2	12	15
Non-Fiction 400 (WNF400)	0	0	3	3
Non-Fiction 500 (WNF500)	1	0	8	9
Non-Fiction 600 (WNF600)	10	1	41	52
Non-Fiction 700 (WNF700)	6	0	18	24
Non-Fiction 800 (WNF800)	0	0	4	4
Non-Fiction 900 (WNF900)	3	0	31	34
Nonfiction Blu-Ray (WNFBR)	0	0	3	3
Nonfiction DVD (WNFDVD)	1	1	32	34
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	16	9	42	67
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	1	1
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	4	4
Vertical file (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	3	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	16	7	107	130
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	4	5
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)				0
Storage (WZSTO)	0	0	0	0
TOTAL	6481	5311	4265	16057

CIRCULATION BY HOLDINGS CODE
December 2020

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	18	1	2	21
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	25	13	7	45
Blu-Ray (BR)	147	332	110	589
Books on CD (BKCD)	89	58	59	206
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	32	115	23	170
Digital Audiobooks (DA)	7	1	13	21
DVD (DVD)	1382	1617	1126	4125
Equipment (EQP)	30	1	0	31
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	467	445	204	1116
Fiction Fantasy (FICF)	2	0	5	7
Fiction Inspirational (FICI)	81	4	43	128
Fiction Mystery (FICM)	88	11	41	140
Fiction New (FICNEW)	426	287	159	872
Fiction Science Fiction (FICSF)	8	0	5	13
Fiction Western (FICW)	0	0	14	14

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	32	50	39	121
Hanging Bags (HANG)	9	14	14	37
Hotspots (WIFI)	4	52	18	74
ILL (ILL)	28	18	5	51
Internet (INTR)	290	185	93	568
Juv. Audio book (JAUDB)	18	19	21	58
Juv. Biography (JBIO)	28	8	8	44
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	8	5	2	15
Juv. Digital Device (JDDP)	6	3	3	12
Juvenile Easy (JE)	641	416	551	1608
Juv. Easy Non-Fiction (JENF)	19	**47**	57	123
Juv. Easy Reader (JER)	354	140	163	657
Juv. Easy Reader NF (JERN)	3	30	5	38
Juv. Fiction (JFIC)	556	224	254	1034
Juv. Graphic Novel (JGN)	115	42	62	219
Juv. Holiday (JHOL)	186	12	39	237
Juv. Launchpads (PTAB)	3	4	9	16
Juv. Magazine (JMAG)	8	0	8	16
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	212	129	220	561
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	94	118	149	361
Large Print Fiction (LPF)	76	115	70	261
Large Print Inspirational (LPI)	0	0	4	4
Large Print Mystery (LPM)	0	0	5	5
Large Print New (LPN)	104	114	81	299
Large Print Nonfic (LPNF)	7	9	15	31
Large Print Western (LPW)	10	0	0	10
Magazine (MAG)	274	97	73	444
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	1	2	1	4
Non-Fiction 100 (NF100)	13	26	10	49
Non-Fiction 200 (NF200)	21	16	7	44
Non-Fiction 300 (NF300)	46	38	29	113
Non-Fiction 400 (NF400)	4	0	7	11
Non-Fiction 500 (NF500)	5	4	10	19
Non-Fiction 600 (NF600)	85	82	71	238
Non-Fiction 700 (NF700)	38	27	26	91
Non-Fiction 800 (NF800)	7	3	9	19
Non-Fiction 900 (NF900)	33	11	36	80
Non-Fiction Blu-Ray (NFBR)	3	1	3	7
Non-Fiction DVD (NFDVD)	37	76	37	150
Nonfiction (NFIC)	6	0	0	6
Nonfiction New (NFNEW)	149	118	59	326
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	1	0	2	3
Reference (REF)	19	6	34	59
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	3	0	0	3
Software (SWAR)	1	0	0	1
SRCS (SRCS) DeMotte	48	1	2	51
SRCS (From other libraries III-SRC	0	54	1	55
SRCS (SRCSW) Wheatfield	3	0	36	39
STEAM Kits (STEAM)	8	5	4	17
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	1	5	6
YA Biography (YAB)	1	0	1	2
YA Books on CD (YABKCD)	0	0	3	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	77	92	126	295
YA Music CD (YACD)	1	12	0	13
YA Nonfiction (YANF)	5	7	8	20
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	1	0	0	1
				0
Free reads	172	94	70	336
Games/Puzzles	0	0	0	0
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6675	5412	4376	16463

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1435	1070	701	3206
Nonfiction	490	373	326	1189
CHILDREN'S BOOKS				
Fiction	1781	971	1186	3938
Nonfiction	445	196	324	965
YA BOOKS				
Fiction	109	142	165	416
Nonfiction	6	7	9	22
Preloaded Dig Dev, Child	3	4	9	16
Magazines, Adult	274	97	73	444
Magazines, Children	8	0	8	16
Sound Recordings, adult	128	175	103	406
Sound Recordings, ch	36	50	37	123
Online databases	0	0	0	0
Software	1	0	0	1
SRCS	51	55	39	145
STEAM Kits	8	5	4	17

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1570	2026	1278	4874
Equipment	34	53	18	105
Total	6379	5224	4280	15883
A-V Circulation	1735	2251	1418	5404
A-V Circulation as % of total	27.2%	43.1%	33.1%	34.0%

CIRCULATION STATISTICS

December 2020

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	53	3	**1,435**	46	10	**1,070**	37	0	**701**	**3,206**
Nonfiction	31	4	**490**	32	71	**373**	11	2	**326**	**1,189**
CHILDREN'S BKS										
Fiction	42	1	**1,781**	93	62	**971**	21	72	**1,186**	**3,938**
Nonfiction	5	0	**445**	11	0	**196**	2	0	**324**	**965**
YA BOOKS										
Fiction	7	0	**109**	23	0	**142**	16	0	**165**	**416**
Nonfiction	1	0	**6**	0	0	**7**	1	0	**9**	**22**
Preloaded Dig Dev	0	0	**3**	0	0	**4**	0	0	**9**	**16**
Magazines,Adult	0	0	**274**	0	0	**97**	0	0	**73**	**444**
Magazines, Child	0	0	**8**	0	0	**0**	0	0	**8**	**16**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	2	0	**128**	5	0	**175**	15	0	**103**	**406**
Sound Rec/Child	0	0	**36**	4	0	**50**	2	0	**37**	**123**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**0**	0	0	**0**	**1**
SRCS	0	0	**51**	0	0	**55**	0	0	**39**	**145**
STEAM Kits	0	0	**8**	0	0	**5**	0	0	**4**	**17**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	17	4	**1,570**	84	0	**2,026**	14	1	**1,278**	**4,874**
Equipment	0	0	**34**	0	0	**53**	0	0	**18**	**105**
TOTAL	158	12	**6,379**	298	143	**5,224**	119	75	**4,280**	**15,883**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,398	76,325	60,924
Circulation Increase/Decrease	**-6.7%**	**-18.5%**	**-2.3%**

MONTHLY SYSTEM STATISTICS	2019	2020	% change
Current month's Circulation	17,629	15,883	-9.9%
Jan. to date circulation	244,895	160,739	-34.4%

R 3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	
						ADULT BOOKS
24,168	24,218	16,034	16,070	16,699	16,736	**Fiction**
20,026	20,053	19,227	19,188	8,214	8,223	**Nonfiction**
						CHILDREN'S BKS
15,482	15,523	14,031	14,062	13,362	13,311	**Fiction**
9,346	9,351	6,238	6,249	6,570	6,572	**Nonfiction**
						YA BOOKS
2,256	2,263	3,253	3,276	3,533	3,549	**Fiction**
635	636	365	365	155	156	**Nonfiction**
30	3	0	0	5	5	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,022	4,024	696	701	4,654	4,669	**Sound Rec/Adult**
644	644	4,138	4,142	810	812	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	14	14	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,401	7,414	11,381	11,465	6,779	6,792	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
84,279	84,398	76,170	76,325	60,880	60,924	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

December 2020

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	294	64	405	88	371	80	1070	232
LOCAL HISTORY								
In person	7	2	9	3	0	0	16	5
Letters written	7	7	12	12	0	0	19	19
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	290	12	185	8	93	4	568	24
Internet use-Wireless	465		558		372		1395	
VCR Use	0	0	0	0	0	0	0	0
Microforms	20	3	41	5	0	0	61	8
Public FAX24	29		26		22		77	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	8	3	0	0	8	3
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	71		0		0		71	
Outreach activities	16	16	4	3	0	0	20	13
Meeting Room Use (no. of group	0	0	6	2	3	1	9	3
Study room use	12	1	0	0	8	1	20	2
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	42	42	0	0	1	1	43	258
E-books downloaded							2308	
IN-HOUSE USE ITEMS	49		0		63		112	
SELF-CHECKOUT USE	10		169		62		241	
INTERLIBRARY LOANS								
Requests made for:							74	19
Items rec'd for:							59	30
Items requested by other librarie							0	
Items supplied to other libraries							0	0

REGISTRATIONS

Total Borrowers	7308	11058	4545	22911
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	268	458	121	847
Number of New Patrons Added	13	7	7	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	0	0	1	6	0	0	1	6
Number attending	0		12		0		12	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Adult Programs	0	0	0	0	0	0	0	0
Number attending	0		4		0		4	
Senior Citizen Programs	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Total Number of Programs	**0**	0	**1**	6	**0**	0	**1**	6
Total Persons Attending	**0**		**16**		**0**		**16**	
Total Attending Same Month Last Yr.	406		225		533		1164	
Total Staff Hours Spent		146		129		87	362	620
Total Number of In-House Progran	**0**		**1**		**0**		**1**	
Total Attendance	**0**		**16**		**0**		**16**	
Total Number of Outreach Progran	**0**		**0**		**0**		**0**	
Total Attendance	**0**		**0**		**0**		**0**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4758	74.8%	3719	71.2%	3063	72.2%	11540	72.9%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	47	0.7%	89	1.7%	47	1.1%	183	1.2%
Juvenile-AV	377	5.9%	386	7.4%	518	12.2%	1281	8.1%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	68	1.1%	121	2.3%	61	1.4%	250	1.6%
Reciprocal Juvenile	5	0.1%	0	0.0%	0	0.0%	5	0.0%
Reciprocal Juvenile AV	7	0.1%	27	0.5%	0	0.0%	34	0.2%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	36	0.7%	0	0.0%	36	0.2%
School	0	0.0%	10	0.2%	0	0.0%	10	0.1%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	63	1.2%	0	0.0%	63	0.4%
Staff	856	13.5%	560	10.7%	500	11.8%	1916	12.1%
Walking books	27	0.4%	26	0.5%	2	0.0%	55	0.3%
YA 12-17	5	0.1%	15	0.3%	4	0.1%	24	2.7%
YA-AV	212	3.3%	168	3.2%	47	1.1%	427	2.7%
Total	6362		5220		4242		15824	
All items borrowed by nonresidents	80	1.3%	194	3.7%	61	1.4%	335	2.1%

R7

2021 Salary Ordinance

Employee:	Classification	Date - Wage Increase	Hrs/ Week	Hourly Rate	Proposed Annual Gross Salary
Amalong, Rebecca	TS Librarian 3 - R	1/1	40	$26.74	$55,619.20
Barko, Donna	HR Spec 3 - R	1/1	35	$19.49	$35,471.80
Becker, Kathryn	Clerk - D	1/1	14	$10.68	$7,775.04
Beedle, Marlene	Spec 1 - D	1/1	32	$23.23	$38,654.72
Berger, Sally	Clerk- R	1/1	12	$10.42	$6,502.08
Bishop, Nicole	Clerk-D	1/1	19	$11.39	$11,253.32
Boley, Michelle	Janitor - R	1/1, 8/1	15	$12.06/$12.18	$9,446.40
Brennan, Grace	Page - D	1/1, 3/16, 9/16	10	$7.35/$7.45/$7.55	$3,880.00
Broussard, Sheila	Sys Adm - R	1/1	40	$35.65	$74,152.00
Caldwell, Payton	Page - D	1/1, 3/16, 9/16	10	$7.35/$7.45/$7.55	$3,880.00
Cavinder, Rachael	YS Spec 3 - W	1/1	35	$22.99	$41,841.80
Cole, Madison	Page - W	1/1, 3/16, 6/16,12/16	9	$7.25/$7.35/$7.45/$7.55	$3,459.60
Comingore, Linda	Page - R	1/1, 2/1, 8/1	10	$7.35/$7.45/$7.55	$3,892.00
Delger, Kim	Spec 1 - D	1/1	40	$17.05	$35,464.00
DeVries, Carolynn	Spec 1 - W	1/1	32	$15.65	$26,041.60
Eenigenburg, Patricia	Asst 2-D	1/1	32	$14.00	$23,296.00
Fagenbaum, Autumn	Asst 2 - W	1/1	12	$12.82	$7,999.68
Fagenbaum, Autumn	Clerk - W	1/1, 2/16, 8/16	14	$10.22/$10.32/$10.42	$7,532.56
Gilbert, Jason	Maintenance- W	1/1	12	$15.68	$9,784.32
Gilmore, Rayann	Bus. Mgr - R	1/1	40	$24.00	$49,920.00
Grafton, Jocelyn	Page- D	1/1, 2/16	10	$7.45/$7.55	$3,920.00
Hachlica, Nickole	Asst 2 - W	1/1	32	$14.00	$23,296.00
Hausenfleck, Karla	Asst 2 - D	1/1	35	$15.15	$27,573.00
Heldak, Shannon	Lib 2- D	1/1	35	$18.91	$34,416.20
Hernandez, Saul	Maintenance- D	1/1	12	$14.78	$9,222.72
Hopkins, Beth	Clerk - R	1/1	17.5	$10.52	$9,573.20
Hunter, Kimberly	Asst 2- R	1/1	40	$14.49	$30,139.20
Jones, Margaret	Janitor - W	1/1	10	$15.07	$7,836.40
Kampersal, Samantha	Clerk- D	1/1, 2/16	13	$10.32/$10.42	$7,036.12
Keown, James	Janitor - D	1/1	10	$12.85	$6,682.00
Kristoff, Deborah	Lib 3- D	1/1	40	$22.29	$46,363.20
Kuhn, Rachel	Spec 1- R	1/1	40	$15.54	$32,323.20
Lakin, Kaitlyn	Page- R	1/1	10	$7.55	$3,926.00
Lambert, Jean	Asst 1- R	1/1	20	$13.81	$14,362.40
Lambert, Jean	Janitor - D	1/1	20	$15.53	$16,151.20
Lentino, Kari	Asst 2 - R	1/1	40	$13.33	$27,726.40
Lyons, Diane	Clerk- R	1/1	29	$11.56	$17,432.48
McDaniel, Kayla	Clerk- D	1/1	19	$10.79	$10,660.52
Michelin, Margaret	Spec 3 - R	1/1	40	$24.50	$50,960.00
Molenaar, Mary	Spec. 1 - R	1/1	40	$17.78	$36,982.40
Odle, Cheyann	Clerk - W	1/1	14	$10.68	$7,775.04
Pack, Staci	Clerk - R	1/1, 1/16, 7/16	12	$10.22/$10.32/$10.42	$6,466.08
Pantoja, Marta	Janitor - R	1/1	15	$12.42	$9,687.60
Parrish, Evelyn	Lib 3 - W	1/1	40	$22.62	$47,049.60
Phillips, Nancy	Asst 2 - R	1/1	35	$16.47	$29,975.40
Poortenga, Linda	Lib 3 - R	1/1	40	$30.04	$62,483.20
Ryan, Thomas	Clerk - R	1/1	17.5	$10.63	$9,673.30
Sanders, Alicia	Clerk- W	1/1	14	$10.48	$7,629.44
Sanders, Christina	Janitor-W	1/1	16	$14.69	$12,222.08
Sanders, Christina	Courier	1/1	10	$14.69	$7,638.80
Schrag, Bonnie	Page - R	1/1, 2/1, 8/1	10	$7.35/$7.45/$7.55	$3,892.00
Skinner, Jenna	Page- R	1/1, 2/1	10	$7.45/$7.55	$3,922.00
Smith, Melissa	Spec 1 - R	1/1	40	$15.65	$32,552.00
Speacht, Nanette	Asst 2 - W	1/1	32	$17.90	$29,785.60
Stringfellow, Patricia	Director - R	1/1	40	$39.02	$81,161.60
Thompson, Linda	Asst 2 - W	1/1	32	$19.57	$32,564.48
Trainor, Neile	Asst 2- D	1/1	32	$13.54	$22,530.56
Van Blaircom, Daniel	Maintenance- R	1/1	12	$15.44	$9,634.56
Widner, Melissa	Spec 3 - R	1/1	40	$20.76	$43,180.80
Wilma, Janice	Lib 2- R	1/1	35	$20.26	$36,873.20
Wynkoop, Dorene	Clerk-W	1/1	14	$13.30	$9,682.40
New Page	Page - W	1/1, 4/1, 7/1	9	$7.25/$7.35/$7.45	$3,451.50
			1,495		**$1,382,280.00**

We have examined and approved the year 2021 Jasper County Public Library Salary Ordinance dated January 11, 2021.

Julie Davidson

R8

Director's Financial Report
2020

The library began the year with $3,339,321.41 for all funds and ended with $3,522,381.94, a gain of $183,060.53.

2020 began with $806,738.67 in the Operating Fund. Operating Fund receipts exceeded disbursements by $179,517.12 with the library only spending about 83.6% of our Operating Fund budget. Due to the COVID-19 Public Health Emergency there are some unknowns about revenue in the coming years. To prepare as best we can we spent conservatively in 2020 to carry a healthy Operating Fund balance into 2021. We ended with a balance of $986,255.79. No transfer to LIRF was recommended.

Property tax, LIT (Local Income Tax), and LOIT Freeze (Local Option Income Tax) revenues came in as expected. License Excise tax and FIT (Financial Institution Tax) were higher than anticipated at 112.7% and 109.8% respectively. CVET (Commercial Vehicle Excise Tax) came in slightly lower at 95%.

We ended the year with $232,233.18 in LIRF.

We began the year with $2,279,221.51 in the Rainy Day Fund. We spent $14,208.73 out of the Rainy Day Fund this year on architect fees, boundary & topographic survey, and title work as we continue planning for improvement of the properties adjacent to the DeMotte Public Library and equipment needs such as replacement exit signs and weather radios. We ended the year with $2,276,263.01 in the Rainy Day Fund with $2,107,529.63 of that in investments.

Our sweep account at Alliance Bank had an interest rate of .10% all year. In May 2017, the Library invested $2,000,000 of Rainy Day Funds with Trust Indiana. At the start of 2020 this had grown to $2,096,452.37. The COVID-19 Public Health Emergency affected interest rates with the average monthly yield in January being 1.66% and then dropping throughout the year to end with December's average monthly yield being .0865%. The Trust Indiana account earned $11,077.26 in interest in 2020 ending the year with $2,107,529.63 in this account. The Investment Report is included in the board packet.

We did not spend all of our Operating Budget for 2020, leaving us with a healthy balance going into 2021. We will continue to watch spending and revenue estimates in the new year. The overall financial picture for 2021 looks positive.

Accounting Practices/Investment Policy for 2021

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) interest will be credited to the LIRF fund. Rainy Day interest will be credited to the Rainy Day Fund.

Janelle Harper will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. She will be authorized to sign checks in the absence of the Treasurer.

Alliance Bank is designated as the library's depository. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement. The library has joined Trust Indiana and has funds invested in that account. TrustINdiana, an investment option for local governments that is easy and safe. Investments are managed, legally permissible by law, and fluid.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/life insurance premiums through Anthem Blue Cross/Blue Shield. For employees working 30-34 hours per week, the Library will pay 50% of the health/life insurance premium. The Library will pay all but $1.00 of the life insurance policy for all employees working 30 hours or more per week that elected to take only life insurance. When determining the premium amount to be paid by the library and the employee as per the percentage split, uneven amounts will be rounded up and the library will pay the bigger portion. Typically the extra amount will be a penny or less per month per employee enrolling in the insurance coverage.

Electronic fund transfers will be used to pay state, county and federal payroll taxes, Indiana unemployment, Hoosier Start and INPRS payments, and other payroll withholdings. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Library will pay employees through the use of direct deposit.

Online banking may be used to make payments for utilities, insurance, conference fees, telephone charges, courier mileage, trash pick-up, and other bills that would otherwise incur late fees between library board meetings.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of $1000 or less per item, with a cumulative value of no more than $5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

As stated in our Internal Control Standards and System access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software; designated staff will have individual log-ins for the accounting computer; the accounting software tracks who logged in; as software allows, permissions will be assigned as they relate to job responsibilities, user IDs, passwords, and log-in information will be unique per user unless that option is not available; our automated system will track patron transactions and generate reports of revenue received; only prescribed or approved forms will be used.

The Board will review the Materiality Policy annually in January, approving any revisions.

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
    (A) inservice training;
    (B) attending seminars or other special courses of instruction; and
    (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- Expenses incurred to advertise and promote the programs and services of the library
- Merchant processing fees for card processing service
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 11th day of January, 2021.

NAY	AYE
	Janet M. Munlay
	Natalie A. Wolking
	Julie Davidson

ATTEST: Julie Davidson
Secretary of Appropriating Body

R 18

LAW OFFICES
DUMAS, WEIST & MAHNESMITH
AN ASSOCIATION INCLUDING A PROFESSIONAL CORPORATION
119 WEST HARRISON STREET
RENSSELAER, INDIANA
47978

MEMBERS OF THE FIRM
RENSSELAER OFFICE:
EDWARD P. DUMAS
KENT E. MAHNESMITH

FOWLER OFFICE:
WILLIAM B. WEIST
JOHN C. WRIGHT
WEIST BUILDING
P.O. BOX 101
FOWLER, IN 47944
(765) 884-1840
FAX (765) 884-6450

THOMAS B. DUMAS
(1918-1998)
WILLIAM J. MORIARTY, JR.
(1939-1993)

(219) 866-4158
FAX (219) 866-2274
edd@nwlis.com
kentm@nwiis.com

August 22, 2007

Patti Stringfellow, Administrator
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

Re: Conflicts of Interest

Dear Patti:

I am enclosing for your file a copy of Indiana Code 35-44-1-3.

This statute provides that a public servant who knowingly or intentionally has a pecuniary interest in, or who derives a profit from, a contract or purchase with an action by the governmental entity served by the public service commits a crime. However, no crime is committed so long as the public servant makes disclosure under Sections (d)(1) through (d)(6). In order to file disclosures, you can see the required information in subparagraph (d). You will also note that the disclosure statement must be filed with the State Board of Accounts and the Clerk of the Circuit Court in the County where the governmental entity takes action on the contract or purchase.

Therefore, with respect to any disclosures required by your Board members, please note the filing requirements.

If you have further questions, please do not hesitate to call.

Sincerely,

Edward P. Dumas

EPD:bm
Enclosure

Thank You

Dear Library Board Members,

I wanted to thank you for your generosity in offering staff 1 hour paid time off in lieu of our 2020 staff Christmas party, which was cancelled due to the pandemic. That was very thoughtful of you all, and I really appreciate it!

Sincerely,

She[illegible]a

THANKS
Schulz

To the board members of JCPL -

Thank you first for the sympathy card. It does mean much to me that my work values me to send a sympathy card in the time of a loss. I also want to thank you for always, always appreciating, respecting, and supporting the staff here. Board members do not usually get recognized but they should as they are the grease that keeps the wheel moving. You have taken great care to make the staff feel as an important member in our community and I greatly thank you for that.

Sincerely, Do[illegible]a Barko

Director's Report
December 2020

Board of Finance:

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance. **The board will need to vote to elect the officers of the Library Board as the officers of the Board of Finance.**

Please see R 8 for your 2020 Director's Financial Report.

A list of Outstanding Checks will be provided as information at our January meeting. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. These will be receipted back into the fund they were written from.

We recommend that the Accounting Practices 2021 be adopted. Please refer to R 9 to review the recommended Accounting Practices 2021.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 16.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

Consent Agenda:

You will be approving the minutes of the December board meetings, bills, and financial reports.

2021 Salary Ordinance: Please refer to R 7. **If you approve the Consent Agenda items, you will approve the 2021 Salary Ordinance.**

Policies for Review: Two policies are up for review in January 2021 – Materiality Policy and Code of Ethics Policy. No revisions are recommended to these policies.

General Business:

Oath of Office – Treasurer: Mark Heinig will take his oath as Treasurer.

Oath of Office – Assistant Treasurer: Janelle Harper will take her oath as Assistant Treasurer.

Conflict of Interest: In August of 2007 I received a letter from Ed Dumas that he asked me to share with all Board members at our January meeting. Please see R 18. For several years a previous board member signed a conflict of interest form due to his ownership of a hardware store in DeMotte with whom we do some business. If, after reading this letter, you feel it necessary to sign a conflict of interest form, we can provide one for you and will file it with the appropriate government office.

Committee Assignments: According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

Director's Report:

The Families First Coronavirus Response Act (FFCRA) expired at the end of 2020. Libraries can voluntarily continue offering Covid-19 related sick leave benefits (this would require board approval), but such benefits are no longer required under the FFCRA. At this time we are not recommending that the board continue offering COVID-19 related sick time.

I spoke with our architect, Harry Mohler in mid-December. At that time he was finalizing drawings with more details to send back to Kim Kendrick from the Town of DeMotte for one more look before we bring them back to the board. Kim had given Harry a copy of the DeMotte Subdivision Control Code to review. There were no big issues to address, but we want to make certain we have covered all of our bases with the town before going out to bid. Once we have the town's 'blessing' I will reach out to library attorney, Ed Dumas, to review the project plans, estimates and our process for going out to bid. A possible timeline would be to seek board approval to go out for bid at our February 8 meeting with bids being due March 8.

You will remember that a new assessment came our way in 2020 for the 14 parcels that comprise the property for our DeMotte Library. This resulted in a big 'tax' bill spring and fall last year. I have contacted our County Assessor about consolidating those parcels into one.

We did renew our Director and Officers Insurance Policy. The premium for this coverage that provides $2 million in Director and Officers liability and $2 million in employment practices liability remained the same at $3645.

Branch Manager Debbie Kristoff resigned her position. Her last day with JCPL was January 4. We wish her all the best in her new role, Director of the Lowell Public Library.

I spent the last month of the year presenting year-end reviews and preparing for 2021. There are numerous documents that have to be created, duplicated, and distributed as we transition to a new business year.

System Administrator News

Sheila worked on a variety of matters in December. Much of her time was sent with Windows 10, Office 365, and Office 2019, preparing for and emailing staff with news of the upcoming upgrades. Several items were added to or deleted from the intranet, and a myriad of pc/server issues were addressed.

Technical Services News

Becky reports, "This month I worked on the Automatically Yours lists for the 2021 meeting. I've tried to get the most recent lists from Baker & Taylor. I worked on the section(s) of the Procedure Manual that the ASK Committee asked me to look at. It is mainly in section 8 of the Procedure Manual, which are the same as portions of sections 1, 3, and 4 in the Technical Services Manual. I've been working with Rachel Kuhn to solve a problem she is having with SRCS. So far, Auto-Graphics and TLC are both involved, but neither can say what the problem is."

DeMotte Library News

Karla shares, "Christmas crafts were put together and instructions typed out for kids to take home. Twenty reindeer crafts were compiled and put into a baggie. Twenty Christmas tree crafts were held together by a paper clip. Ten more of the Christmas tree crafts were assembled as our stock was almost depleted. Eight more reindeer crafts were assembled to set out. Santa did come into the library between 5-6pm on Dec. 17, 2020 so I could record him reading three stories for us to be viewed on our YouTube channel. The readings were done with permission from the publishers. The recording went out on our JCPL Facebook page for all to enjoy."

Rensselaer Library News

Janice reports, "Head Start Day Care Story Time and Craft: Nancy recorded herself reading stories. She transferred the stories, with Mel's help, to a zip drive and delivered it and corresponding crafts to the Head Start facility. We continue to produce story time kits and the parents seem to really enjoy them. We made some small Christmas craft kits available for children to take home and do.

Wheatfield Library News

Evie reports, "The highlight of the month was our gingerbread house contest! We invited individuals/families to create gingerbread houses at their homes and bring them to the library for display. We then had patrons vote on their favorite house by adding money to the corresponding can. All money went to the Friends of the Library. The person/family who created the gingerbread house that collected the most money won a $50 gift certificate to Wheatfield Lanes – I thought that would be a good place for a family to go, and it benefits our community. There were 10 gingerbread houses created and displayed, and $144 was collected!

Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet.-Patty

F1

JCPL FINANCIAL STATEMENT
December 31, 2020

	Beginning 2020 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$806,738.67	$196,378.93	$2,227,560.15	$522,047.96	$2,407,077.27	$986,255.79
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$17,757.09	$165.12	$12,253.79	$3,250.00	$17,533.80	$23,037.10
DeMotte	$6,929.99	($272.17)	$2,577.14	$0.00	$3,243.43	$7,596.28
Rensselaer	$8,077.28	$391.72	$7,250.74	$3,250.00	$12,224.81	$13,051.35
Wheatfield	$2,749.82	$45.57	$2,425.91	$0.00	$2,065.56	$2,389.47
Library Improvement Reserve Fund	$232,000.47	$0.00	$0.00	$19.72	$232.71	$232,233.18
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,279,221.51	$0.00	$14,208.73	$168.81	$11,250.23	$2,276,263.01
Includes Investments of: $2,107,529.63						
State Technology Fund Grant Fund	$0.00	$1,782.00	$20,282.71	$0.00	$21,384.00	$1,101.29
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$190.77	$0.00	$167.76	$0.00	$55.66	$78.67
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$1,400.00	$1,400.00	$0.00	$1,400.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,139.75	$92,567.92	$8,139.75	$92,567.92	$0.00
FICA Tax Collected	$0.00	$8,662.88	$100,900.62	$8,662.88	$100,900.62	$0.00
State Tax Collected	$0.00	$3,889.04	$45,308.89	$3,889.04	$45,308.89	$0.00
County Tax Collected	$0.00	$2,997.09	$34,829.00	$2,997.09	$34,829.00	$0.00
INPRS	$0.00	$3,843.23	$41,762.54	$3,843.23	$41,762.54	$0.00
Deferred Comp Plan	$0.00	$2,890.00	$34,580.00	$2,890.00	$34,580.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,727.96	$44,837.04	$3,728.00	$44,837.04	$0.00
Life Insurance	$0.00	$397.34	$4,790.59	$397.20	$4,790.59	$0.00
Garnishments	$0.00	$0.00	$22.92	$0.00	$22.92	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,339,321.41	$234,273.34	$2,675,472.66	$560,033.68	$2,858,533.19	$3,522,381.94

F2

Bank Balances

Jasper County Public Library

Report as of: **12/31/20**

	Bank	
1	Alliance Bank	$1,414,582.31
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,107,529.63
	Total all banks =	**$3,522,381.94**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$2,950.08	Jan-20
								$2,732.17	Feb-20
								$1,867.22	Mar-20
								$869.67	Apr-20
								$651.41	May-20
								$446.95	Jun-20
								$443.75	Jul-20
								$356.65	Aug-20
								$245.28	Sep-20
								$197.80	Oct-20
								$161.80	Nov-20
								$154.48	Dec-20

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: $11,077.26

F2.1

F2.2

List of outstanding checks to be voided
January 11, 2021

Pursuant to IC 5-11-10.5, all checks outstanding and unpaid for a period of two years as of December 31 of each year are void.

OUTSTANDING CHECKS

Date	Check #	Amount	Fund	Payee
7/9/2018	CK# 36291	$15.00	Operating Fund	Jasper County Fair Association
		$15.00	**Total Operating Fund**	

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **12/01/20** *To* **12/31/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$79,560.00	$0.00	$79,560.00	$6,630.00	$79,463.80	$96.20	0.1
1.12 SALARY OF ASSISTANTS	$1,188,452.00	$0.00	$1,188,452.00	$102,054.05	$1,182,129.14	$6,322.86	0.5
1.13 WAGES OF JANITORS	$96,652.00	$0.00	$96,652.00	$7,439.11	$91,766.96	$4,885.04	5.1
1.21 EMPLOYER'S SHARE-FICA	$104,397.00	($144.57)	$104,252.43	$8,662.88	$100,900.62	$3,351.81	3.2
1.22 UNEMPLOYMENT COMPENSATION	$2,504.00	$144.57	$2,648.57	$200.24	$2,648.57	$0.00	0.0
1.23 EMPLOYER'S CONTRIB.- PERF	$121,729.00	$578.61	$122,307.61	$10,543.12	$122,307.61	$0.00	0.0
1.24 EMPLOYER'S CONTRIB.- INS.	$161,376.00	($578.61)	$160,797.39	$11,339.57	$135,640.78	$25,156.61	15.6
Subtotal	*$1,754,670.00*	$0.00	$1,754,670.00	$146,868.97	$1,714,857.48	$39,812.52	2.3
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$105.00	$335.86	$164.14	32.8
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$504.67	$4,660.19	$3,339.81	41.7
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$762.62	$5,559.59	$940.41	14.5
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	($43.48)	$3,488.01	$2,511.99	41.9
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$9.99	$122.80	$1,877.20	93.9
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$58.16	$341.84	85.5
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$22.99	$201.97	$798.03	79.8
2.41 LIBRARY SUPPLIES	$16,200.00	$0.00	$16,200.00	$824.23	$5,951.88	$10,248.12	63.3
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$41,700.00*		$41,700.00	$2,186.02	$20,378.46	$21,321.54	51.1
3. Other Services and Charge							

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13 LEGAL SERVICES	$5,000.00	$2,480.00	$7,480.00	$2,010.00	$7,480.00	$0.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	$6,700.00	$0.00	$6,700.00	$50.00	$3,099.60	$3,600.40	53.7
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$1,894.68	$18,517.10	$482.90	2.5
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$15,000.00	$16,500.00	52.4
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$10,500.00	$2,831.76	$13,331.76	$1,074.78	$13,331.76	$0.00	0.0
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$700.21	$1,112.54	$887.46	44.4
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$961.64	$9,103.09	$10,896.91	54.5
3.24 PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$0.00	$2,077.43	$8,922.57	81.1
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$106.96	$842.10	$957.90	53.2
3.26 NETWORKING	$85,320.00	($10,787.28)	$74,532.72	$1,169.64	$13,514.37	$61,018.35	81.9
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$294.84	$505.16	63.1
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,000.00	$3,776.00	$30,776.00	$13,141.00	$30,776.00	$0.00	0.0
3.51 GAS	$25,000.00	$0.00	$25,000.00	$1,235.77	$12,504.97	$12,495.03	50.0
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$7,063.83	$86,680.82	$23,319.18	21.2
3.53 WATER	$4,000.00	$0.00	$4,000.00	$242.92	$2,725.73	$1,274.27	31.9
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$553.55	$6,408.65	$1,591.35	19.9
3.61 BUILDING & STRUCTURES	$116,529.00	$0.00	$116,529.00	$1,650.00	$59,792.58	$56,736.42	48.7
3.62 EQUIPMENT REPAIRS	$1,000.00	$0.00	$1,000.00	$0.00	$844.00	$156.00	15.6
3.72 EQUIPMENT RENTALS	$300.00	$1.52	$301.52	$12.71	$301.52	$0.00	0.0
3.91 DUES	$2,600.00	$0.00	$2,600.00	$56.00	$2,041.53	$558.47	21.5
3.93 TAXES & ASSESSMENTS	$400.00	$1,698.00	$2,098.00	$0.00	$2,098.00	$0.00	0.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$68.97	$77.96	$122.04	61.0
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.98 MAINTENANCE/SERVICE CONTRACTS	$102,204.00	$0.00	$102,204.00	$882.40	$87,814.76	$14,389.24	14.1
Subtotal	*$595,073.00*	$0.00	$595,073.00	$32,875.06	$376,739.35	$218,333.65	36.7
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$41,600.00	$0.00	$41,600.00	($569.61)	$1,581.26	$40,018.74	96.2
4.51 BOOKS	$150,000.00	($706.65)	$149,293.35	$9,108.61	$68,026.47	$81,266.88	54.4
4.52 PERIODICALS & NEWSPAPERS	$16,600.00	$706.65	$17,306.65	$919.13	$17,306.65	$0.00	0.0
4.53 NONPRINTED MATERIALS	$63,900.00	$0.00	$63,900.00	$4,990.75	$28,670.48	$35,229.52	55.1
Subtotal	*$272,100.00*	$0.00	$272,100.00	$14,448.88	$115,584.86	$156,515.14	57.5
Grand Total	$2,663,543.00	$0.00	$2,663,543.00	$196,378.93	$2,227,560.15	$435,982.85	16.4

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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F3d

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **12/01/20** *To* **12/31/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$20,282.71	($20,282.71)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$20,282.71	($20,282.71)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$20,282.71	($20,282.71)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 280 COVID: CARES Act mini-grant

Jasper County Public Library

Report Date: From **12/01/20** *To* **12/31/20**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
2. Supplies							
2.23 OTHER OPERATING SUPPLIES	$0.00	$0.00	$0.00	$800.00	$800.00	($800.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$800.00	$800.00	($800.00)	#Div/0!
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$0.00	$0.00	$0.00	$600.00	$600.00	($600.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$600.00	$600.00	($600.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,400.00	$1,400.00	($1,400.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3e

F3.1

Changes to Appropriations

Date	Fund	Account	Amount	Reason
12/31/20	100 OPERATING FUND	1.21 EMPLOYER'S SHARE-FICA	($144.57)	Transfer per Board Mtg Approval 1/11/21
12/31/20	100 OPERATING FUND	1.22 UNEMPLOYMENT COMPENSATION	$144.57	Transfer per Board Mtg Approval 1/11/21
12/29/20	100 OPERATING FUND	1.23 EMPLOYER'S CONTRIB.- PERF	$578.61	Transfer per Board Mtg Approval 12/29/20
12/29/20	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.- INS.	($578.61)	Transfer per Board Mtg Approval 12/29/20
12/29/20	100 OPERATING FUND	3.13 LEGAL SERVICES	$2,480.00	Transfer per Board Mtg Approval 12/29/20
12/29/20	100 OPERATING FUND	3.21 TELEPHONE	$2,831.76	Transfer per Board Mtg Approval 12/29/20
12/29/20	100 OPERATING FUND	3.26 NETWORKING	($10,787.28)	Transfer per Board Mtg Approval 12/29/20
12/29/20	100 OPERATING FUND	3.42 OTHER INSURANCE	$3,776.00	Transfer per Board Mtg Approval 12/29/20
12/29/20	100 OPERATING FUND	3.72 EQUIPMENT RENTALS	$1.52	Transfer per Board Mtg Approval 12/29/20
12/29/20	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	$1,698.00	Transfer per Board Mtg Approval 12/29/20
12/29/20	100 OPERATING FUND	4.51 BOOKS	($706.65)	Transfer per Board Mtg Approval 12/29/20
12/29/20	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	$706.65	Transfer per Board Mtg Approval 12/29/20

Net Changes by Fund

Fund Number	*Net Change*
100	$0.00

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Voucher List

Jasper County Public Library

Report Date: From **12/01/20** ***To*** **12/31/20**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	702	PAYROLL	12/10/20	PAYROLL	$56,384.58
0	703	CHRISTINA SANDERS	12/10/20	Courier Mileage: 11/16 - 11/30/2020 (Conf # 986)	$285.20
0	704	GREAT-WEST RETIREMENT	12/10/20	Annuity withheld 12/10/20 payroll (Conf #989)	$1,445.00
0	705	INPRS fbo PERF	12/10/20	INPRS Contributions 12/10/20 Payroll	$6,858.16
0	706	IRS USA TAXPAYMENT	12/10/20	Federal Withholding, Medicare & FICA withheld 12/10/20 Payroll & Ins. (Acknowledgement # 71228165)	$12,273.46
0	707	TOWN OF DEMOTTE	12/10/20	Dem: Sewer & Water : November 2020 (Conf #988)	$126.57
0	708	TOWN OF WHEATFIELD	12/10/20	WH: Sewer Service December 2020 (Conf #987)	$77.35
37847	710	AARON'S LAWN CARE	12/14/20	DeM & Rens: Fall clean-up	$300.00
37848	711	ACE HARDWARE	12/14/20	Concrete patch, putty knife, GFCI outlet	$34.97
37849	712	ADVANCED IMAGING SOLUTI	12/14/20	Quarterly maintenance agreement on patron copiers	$521.53
37850	713	ANTHEM BLUE CROSS BLUE	12/14/20	Health insurance premiums- December 2020	$13,629.58
37851	714	ANTHEM LIFE	12/14/20	Life insurance premiums- December 2020	$109.39
37852	715	BLUETARP FINANCIAL, INC	12/14/20	COVID-19 expenses: plexiglas	$151.96
0	716	BUSINESS CARD	12/14/20	Tech Soup refund, calendars, ornament craft kits, Flickr sales tax refund, mounting plates, Zoom monthly subscription	$0.00
37853	717	CENTURYLINK	12/14/20	Rens: Fax line- December 2020	$56.71
37854	718	CULBRETH'S LAWN & TREE L	12/14/20	Rens: Removed broken pear tree, grind stump, dug out & filled with black dirt	$800.00
37855	719	DEBORAH KRISTOFF	12/14/20	Mileage 6/16-11/25/20	$29.90
37856	720	DELTA DENTAL	12/14/20	Dental insurance premiums- December 2020	$540.26
37857	721	DONNA BARKO	12/14/20	Mileage 9/14-11/25/20	$56.81
37858	722	ENA SERVICES LLC	12/14/20	Internet Service- November 2020	$1,782.00
37859	723	ENGAGED PATRONS.ORG	12/14/20	Events hosting service 1/1/2021-12/31/2021	$229.00
37860	724	CULLIGAN WATER CONDITIO	12/14/20	Wh: Water Cooler Rental- December 2020; 5-gallon drinking water- 6	$65.71
37861	725	HAMSTRA BUILDERS, INC.	12/14/20	DeM: Black dirt & grass seed put in along sidewalk	$550.00
37862	726	HEATHER ROSE LINDBERG	12/14/20	Reimbursement for books previously paid for.	$68.97
37863	727	INDIANA NEWSPAPERS, INC	12/14/20	Rens: Indy Star newspaper subscription Acct# IS0140456	$844.14
37864	728	INDIANA WASTE SERVICE	12/14/20	DeM & Wh: Trash pick-up December 2020	$147.00
37865	729	KROGER GARDIS & REGAS, L	12/14/20	Legal Assistance- COVID-19 & FFCRA Matters	$810.00
37866	730	MIDDLEBURY COMMUNITY PU	12/14/20	Damaged case on SRCS item# 254734	$1.75
37867	731	NIMBO IP LLC	12/14/20	Monthly Managed Service- November 2020	$815.00
37868	732	NIPSCO	12/14/20	DeM & Wh: Gas & electric service 10/29-11/30/20	$5,007.51
37869	733	NITCO	12/14/20	DeM: Local phone service- December 2020	$137.77
37870	734	OFFICE DEPOT	12/14/20	Library, janitorial, & office supplies	$684.41
37871	735	OSBY WATER CONDITIONING	12/14/20	Wh: Water softener filters	$105.00
37872	736	QUILL LLC	12/14/20	Library, janitorial, & office supplies	$349.41
37873	737	SMITH FARM STORE	12/14/20	COVID-19 expenses: angle to frame plexiglas	$37.97
37874	738	STEVE'S SPECIALIZED SERVI	12/14/20	Laundry	$50.00
37875	739	VSP INSURANCE CO. (CT)	12/14/20	Vision insurance premiums- December 2020	$202.81
37876	740	WAL-MART COMMUNITY/SYN	12/14/20	Smr Rdg prizes	$2.00
37877	741	BAKER & TAYLOR	12/14/20	Books, Continuations, AV, Auto. Yours	$5,751.10
37878	742	BAKER & TAYLOR ENTERTAIN	12/14/20	AV	$1,202.01
37879	743	BOOKPAGE	12/14/20	BookPage subscription Acct# R0108- 12 monthly issues (replacement for check#37763 written 10/12/20 lost in the mail)	$588.00
37880	744	CI INSURANCE	12/14/20	D & O Professional Liability 2021 renewal; Semi-annual premium for building insurance	$13,141.00

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37881	745	FINDAWAY WORLD, LLC	12/14/20	Wonderbooks, Launchpads	$369.96
37882	746	GRAINGER	12/14/20	Disinfectant, light bulbs	$628.74
37883	747	ICC BUSINESS PRODUCTS	12/14/20	Chairmat, isopropyl alcohol	$67.07
37884	748	KANKAKEE VALLEY POST NE	12/14/20	DeM: Newspaper subscription Acct# 0045635	$74.99
37885	749	MIDWEST TAPE	12/14/20	AV	$845.91
37886	750	UNIQUE MANAGEMENT SERVI	12/14/20	Collections: Initial/Secondary Placements- October & November 2020	$80.55
0	751	JASPER COUNTY PUBLIC LIB	12/16/20	Correcting A/P Voucher #'s 318, 324, 382, & 400: COVID-19 expenses paid and then reimbursed with the CARES Act mini-grant	$0.00
37626	752	BETTER CONTAINERS MFG. C	12/23/20	Void voucher# 387, check# 37626. Check lost in mail. Replacement check issued voucher# 553.	($272.60)
37763	753	BOOKPAGE	12/23/20	Void voucher# 585, check# 37763. Check lost in mail. Replacement check issued voucher# 743.	($588.00)
37887	754	A. E. BOYCE COMPANY, INC.	12/29/20	W2 & 1099 forms	$105.00
37888	755	BAKER & TAYLOR	12/29/20	Books, Continuations, AV, Auto. Yours	$4,350.01
37889	756	BAKER & TAYLOR ENTERTAIN	12/29/20	AV	$1,003.18
37890	757	DEBORAH KRISTOFF	12/29/20	Mileage 12/14-12/15/20	$8.05
37891	758	DEMCO	12/29/20	Library supplies	$425.44
37892	759	DONNA BARKO	12/29/20	Mileage 12/8-12/21/20	$110.06
37893	760	EVELYN S. PARRISH	12/29/20	Mileage 8/18-12/16/20	$67.85
37894	761	FINDAWAY WORLD, LLC	12/29/20	Launchpads, Wonderbooks	$381.91
37895	762	GOVCONNECTION, INC.	12/29/20	Windows Pro 10 upgrade licenses	$2,011.44
37896	763	KROGER GARDIS & REGAS, L	12/29/20	Legal Assistance- COVID-19, FFCRA, & FMLA Matters	$1,200.00
37897	764	MIDWEST TAPE	12/29/20	AV	$645.42
37898	765	PATTY STRINGFELLOW	12/29/20	Mileage 9/14/20	$25.30
37899	766	POSTMASTER	12/29/20	Stamps	$656.80
37900	767	RACHAEL CAVINDER	12/29/20	Mileage 10/21-12/15/20	$11.50
37901	768	RAYANN GILMORE	12/29/20	Mileage 9/21-10/21/20	$39.22
37902	769	RAYANN GILMORE	12/29/20	Rensselaer Petty Cash: postage	$43.41
37903	770	RENSSELAER ROTARY CLUB	12/29/20	4th quarter dues	$56.00
37904	771	SHANNON HELDAK	12/29/20	Mileage 9/21-10/21/20	$6.90
37905	772	ULINE	12/29/20	DVD cases, CD cases, filament tape	$329.06
37906	773	WAL-MART COMMUNITY/SYN	12/29/20	Janitorial supplies	$67.21
0	774	PAYROLL	12/23/20	PAYROLL	$59,738.58
0	775	AFLAC	12/23/20	Supplement Insurance December 2020 (Conf #990)	$982.83
0	776	ALLIANCE BANK	12/23/20	Direct Deposit Fees - November 2020	$36.60
0	777	CENTURYLINK	12/23/20	Wh: Fax line December 2020 (Conf #993)	$65.30
0	778	CHRISTINA SANDERS	12/23/20	Courier Mileage: 12/1 - 12/15/2020 (Conf # 992)	$320.85
0	779	CITY OF RENSSELAER	12/23/20	Rens: Utilities: 11/06 - 12/08/20 (Conf #991)	$3,684.64
0	780	GREAT-WEST RETIREMENT	12/23/20	Annuity withheld 12/23/20 payroll (Conf #995)	$1,445.00
0	781	INDIANA DEPARTMENT OF RE	12/23/20	State & County Taxes withheld December 2020 Payrolls	$6,886.13
0	782	INPRS fbo PERF	12/23/20	INPRS Contributions 12/23/20 Payroll	$7,528.19
0	783	IRS USA TAXPAYMENT	12/23/20	Federal Withholding, Medicare & FICA withheld 12/23/20 Payroll & Ins. (Acknowledgement # 03194738)	$13,192.05
0	784	SPRINT	12/23/20	Hotspot Data Service 11/12 - 12/11/20 (Conf #994)	$1,169.64
0	785	INDIANA DEPT. OF WORKFOR	12/30/20	4th Quarter 2020 Unemployment Compensation Pymt Conf #1562205	$200.24
0	786	ALLIANCE BANK	12/31/20	Positive Pay Fee- December 2020	$15.00
0	787	SQUARE, INC	12/31/20	Merchant Processing Fees- December 2020	$3.92

F4C

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$234,273.34**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, January 07, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $234,273.34

Date this 11th **day of** January **,20** 21 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
December 31, 2020

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$352.24	$8,571.73
DeMotte	$94.98	$2,906.10		
Rensselaer	$202.31	$4,051.25		
Wheatfield	$54.95	$1,614.38		
PHOTOCOPIES:			$487.45	$5,318.55
DeMotte	$208.95	$1,892.45		
Rensselaer	$203.60	$2,311.95		
Wheatfield	$74.90	$1,114.15		
INTEREST (Checking, Repurchase, CDs):			$65.71	$602.04
TAXES:			$521,142.56	$2,388,509.12
Property Tax	$366,972.06	$1,370,253.83		
LOIT	$17,903.52	$214,842.90		
License Excise Tax	$71,978.08	$133,188.11		
Financial Institution Tax	$1,914.23	$4,317.24		
CVET(Commercial Vehicle Excise)	$8,259.00	$16,519.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,115.67	$649,388.04		
TAXABLE SALES:-			$0.00	$40.76
REFUNDS:			$0.00	$4,035.07
Rebates/Refund	$0.00	$1,634.51		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$650.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$1,750.56		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$522,047.96**	**$2,407,077.27**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$3,250.00	$17,533.80
DeMotte	$0.00	$3,243.43		
Rensselaer	$3,250.00	$12,224.81		
Wheatfield	$0.00	$2,065.56		
LIB. IMPROV. RESERVE FUND:			$19.72	$232.71
Interest Earned	$19.72	$232.71		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$168.81	$11,250.23
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$168.81	$11,250.23		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$21,384.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$0.00	$55.66
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$1,400.00
SUB-TOTAL (page 1)			**$525,486.49**	**$2,458,933.67**

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WITHHOLDING ACCOUNT FUNDS:			$34,547.19	$399,599.52
FIT Tax Collected	$8,139.75	$92,567.92		
FICA Collected	$8,662.88	$100,900.62		
State Tax Collected	$3,889.04	$45,308.89		
County Tax Collected	$2,997.09	$34,829.00		
INPRS	$3,843.23	$41,762.54		
Deferred Comp Plan	$2,890.00	$34,580.00		
Pre-tax Insurance Plan	$3,728.00	$44,837.04		
Life Insurance	$397.20	$4,790.59		
Garnishments	$0.00	$22.92		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$560,033.68**	**$2,858,533.19**

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Voucher List

Jasper County Public Library

Report Date: From **01/01/21** *To* **01/11/21**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	1	PAYROLL	01/08/21	PAYROLL	$58,744.86
0	2	CHRISTINA SANDERS	01/08/21	Courier Mileage 12/16 -12/31/21 (Conf. #997)	$213.90
0	3	GREAT-WEST RETIREMENT	01/08/21	Annuity Withheld 1/8/21 payroll (Conf. #999)	$1,445.00
0	4	INPRS fbo PERF	01/08/21	INPRS Contributions 1/8/21 Payroll	$7,180.16
0	5	IRS USA TAXPAYMENT	01/08/21	Federal Withholding, Medicare, & FICA withheld 1/8/21 Payroll & Ins. (Acknowledgement 44564197)	$12,811.70
0	6	TOWN OF DEMOTTE	01/08/21	DeM: Sewer & Water- December 2020 (conf# 998)	$135.34
0	7	TOWN OF WHEATFIELD	01/08/21	Wh: Sewer Service- January 2021 (Conf# 996)	$77.35
37907	8	AARON'S LAWN CARE	01/11/21	DeM. & Wh: Snow removal 12/16/20	$340.00
37908	9	ACE HARDWARE	01/11/21	Maintenance supplies & repair parts	$38.20
37909	10	ANTHEM BLUE CROSS BLUE	01/11/21	Health insurance premiums- January 2021	$14,463.90
37910	11	ANTHEM LIFE	01/11/21	Life insurance premiums- January 2021	$113.60
37911	12	AVC TECHNOLOGY CORPORA	01/11/21	2021 AVC Accounting & Payroll software service agreement	$1,752.00
37912	13	BLUETARP FINANCIAL, INC	01/11/21	Smoke alarm, 3-way toggle switch	$12.88
37913	14	BUSINESS CARD	01/11/21	Books, Tech Soup refund, Zoom monthly subscription, library supplies	$203.89
37914	15	DELTA DENTAL	01/11/21	Dental insurance premiums- January 2021	$540.26
37915	16	DEMOTTE CHAMBER OF COM	01/11/21	2021 Chamber Membership dues	$100.00
37916	17	FIRST MERCHANTS BANK	01/11/21	Safe Deposit Box rental- 2021	$55.00
37917	18	GOVCONNECTION, INC.	01/11/21	Office 365 licenses	$1,107.15
0	19	INDIANA DEPARTMENT OF HO	01/11/21	DeM: Elevator Operating Permit renewal (paid by e-check)	$129.40
37918	20	INDIANA LIBRARY FEDERATIO	01/11/21	2021 Library Membership dues	$1,404.11
37919	21	INDIANA WASTE SERVICE	01/11/21	DeM. & Wh: Trash pick-up January 2021	$147.00
37920	22	KONE, INC.	01/11/21	DeM: Elevator Maintenance Agreement 1/1-3/31/21	$483.81
37921	23	MICHAEL R. ANDERSON	01/11/21	Rens: Snow removal 12/6/20	$125.00
37922	24	MOTION PICTURE LICENSING	01/11/21	Wh: MPLC Umbrella License 1/3/21-1/3/22	$114.52
37923	25	M W INSURANCE AGENCY	01/11/21	Board Treasurer & Assistant Treasurer Bonds	$300.00
37924	26	NEILE TRAINOR	01/11/21	Mileage 10/7-12/30/20	$37.38
37925	27	NIMBO IP LLC	01/11/21	Monthly Managed Service- December 2020	$815.00
37926	28	NIPSCO	01/11/21	DeM & Wh: Gas & electric service 11/30-12/30/20	$4,872.74
37927	29	NITCO	01/11/21	DeM: Local phone service January 2021	$139.48
37928	30	RENSSELAER REPUBLICAN	01/11/21	Rens: Newspaper subscription Acct# 0043509	$144.99
37929	31	RMC IMAGING, INC	01/11/21	ViewScann III & ViewScan 4 digital reader/printer hardware & software support 12/25/20-12/24/21	$1,498.00
37930	32	ROEING CORPORATION	01/11/21	Tech Maintenace Support 2021- 1st installment; Installation of Cat 6 cabling	$5,675.00
37931	33	SHEILA BROUSSARD	01/11/21	Mileage 12/19/19-2/18/20	$131.32
37932	34	VSP INSURANCE CO. (CT)	01/11/21	Vision insurance premiums- January 2021	$202.81
37933	35	A. E. BOYCE COMPANY, INC.	01/11/21	Service records	$45.52
37934	36	BAKER & TAYLOR	01/11/21	Books, Continuations, AV, Auto. Yours	$847.60
37935	37	BAKER & TAYLOR ENTERTAIN	01/11/21	AV	$134.33
37936	38	CENTURYLINK	01/11/21	Rens: Fax line service- January 2021	$57.31
37937	39	CHICAGO TRIBUNE	01/11/21	DeM & Rens: Newspaper subscriptions Acct# 20468938	$240.00
37938	40	CULLIGAN WATER CONDITIO	01/11/21	Wh: Water Cooler Rental- January 2021, 5-gallon drinking water- 3	$46.53
37939	41	GRAINGER	01/11/21	Maintenance & janitorial supplies	$1,036.82
37940	42	MIDWEST TAPE	01/11/21	AV	$248.08
37941	43	PRECISION CONTROL SYSTE	01/11/21	Rens: HVAC repair & preventative maintenance	$3,403.02
37942	44	SUNRISE PACKAGING	01/11/21	TV series cases, audiobook cases	$705.00

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37943	45	TRUGREEN PROCESSING CE	01/11/21	Ice melt	$140.00
37944	46	USA TODAY #8872	01/11/21	DeM: Newspaper subscription Acct# UT4179744	$341.48
				Total Amount of Claims	**$122,801.44**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 11, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $122,801.44

Date this 11th **day of** January **,20** 21 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

January 11, 2021

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND (100)

	Added Amount Appropriated		Amount Reduced
1.22 Unemployment Compensation	$ 144.57	1.21 Employer's Share- FICA	$ 144.57
TOTAL Added	**$ 144.57**	**TOTAL Reduced**	**$ 144.57**

AYE	NAY
Natalie R. Waling	
Julie Davidson	

ATTEST:

Julie Davidson

Secretary, Jasper County Public Library Board

F
E
B.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, February 8, 2021, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of January Board Meeting	
Bills/Financial Reports	
Salary Ordinance Update (R 7)	
Policies for Review (R 10, R 15)	
General Business	
Oath of Office – Treasurer (R 15)	Action
Oath of Office – Assistant Treasurer (R 15)	Action
Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian (R 15)	Information
COVID – 19 Mitigation Plan Revision (R 15)	Action
DeMotte Parking Lot Project (R 15)	Information
Jasper County Public Library Annual Report Review (R 16)	Information
Director's Report (R 15- R 18)	Information
Items for Future Agendas	
Public Forum	
Adjournment	

To inform, enrich, and empower our diverse community.

MINUTES **January 11, 2021**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Natalie Waling, Julie Davidson, Kevin Kaluf, Janet Umlauf, Patricia Stringfellow, Rayann Gilmore
Absent: Kristie Housman, Janelle Harper, Mark Heinig

BOARD OF FINANCE MEETING

The Board of Officers for the Jasper County Public Library were elected to the same positions as the officers for the Library Board of Finance on a motion by J. Umlauf, seconded by J. Davidson. Motion passed.

Annual Financial Report: The Annual Director's Financial Report was presented and reviewed. The Operating Fund began the year with $806,738.67 and ended the year with $986,255.79. Due to the COVID-19 Public Health Emergency there are some unknowns about revenue in the coming years. To prepare as best we can we spent conservatively in 2020 to carry a healthy Operating Fund Balance into 2021. Property tax revenues came in as expected. We spent $14,208.73 out of the Rainy Day Fund this year; a portion of the funds spent were for architect fees, boundary & topographic survey, and title work as we continue planning for improvement of the properties adjacent to the DeMotte Public Library.

Outstanding Checks: A list of outstanding checks was provided as information. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. The library has one outstanding check. It will be receipted back into the fund from which it was written.

Accounting Practices for 2021: J. Davidson moved, seconded by N. Waling, to accept the 2021 Accounting Practices as presented. Motion passed.

Resolution to Allow Bill Payment with Prior Approval: J. Umlauf moved, seconded by N. Waling to approve the Resolution to Pay Bills with Prior Approval as presented. Motion passed.

Designate Newspapers for Publishing Notices: N. Waling moved, seconded by J. Davidson, to designate the Rensselaer Republican and Kankakee Valley Post-News as the two newspapers the Library will use to publish notices. Motion passed.

With no further business, J. Davidson moved to adjourn the Board of Finance Meeting at 6:15 PM, seconded by J. Umlauf.

MONTHLY BOARD MEETING

Upon adjournment of Board of Finance, K. Kaluf opened the regular monthly Board meeting with a moment of silence.

Agenda & Consent Agenda Items: The Agenda and Consent Agenda items that included the minutes of the December Board Meetings, bills/financial reports, Salary Ordinance for 2021, Materiality Policy review, and Code of Ethics Policy review were approved as presented on a motion by N. Waling and seconded by J. Davidson. Motion passed.

J. Davidson moved to add Transfer of Funds to General Business, seconded by N. Waling. Motion passed.

Oaths of Office – Treasurer & Assistant Treasurer: The Oaths of Office for the Treasurer and the Assistant Treasurer will be moved to the February Board Meeting as they were not present to take their oaths.

Conflict of Interest: Indiana Code #35-44-1-3 states that a public servant who knowingly or intentionally has a pecuniary interest in or who derives a profit from a contract or purchase with an action by the government entity served by the public servant commits a crime. However, as long as a public servant files a Conflict of Interest disclosure form annually, no crime is committed. This form must be filed annually. P. Stringfellow shared this information with the board.

Committee Assignments: President, K. Kaluf, presented the following appointments to standing committees for 2021: Budget: M. Heinig (chair), J. Umlauf, J. Davidson; Director's Evaluation: K. Housman (chair), J. Harper, J. Davidson; Bylaws/Policy Review: J. Umlauf (chair), N. Waling, K. Housman; Nominating: J. Harper (chair), K. Kaluf, M. Heinig.

Transfer of Funds: After the year-end transfers were approved at the December 29, 2020 Board Meeting, the 4th quarter Indiana Unemployment was paid which caused the Unemployment Compensation line of the Operating Fund to be overspent. To correct this, a transfer needs to be done. J. Davidson moved to approve the transfer of funds as presented, seconded by J. Umlauf. Motion passed.

Director's Report: The Families First Coronavirus Response Act (FFCRA) expired at the end of 2020. Libraries can voluntarily continue offering COVID-19 related sick leave benefits, but such benefits are no longer required under the FFCRA. Some Indiana libraries are continuing to offer benefits similar to the FFCRA benefits, some are offering modified benefits, some are not offering COVID-19 related sick leave benefits, and some are undecided. At this time we are not recommending that the board continue offering COVID-19 related sick time. Our architect, Harry Mohler, continues to work with the Town of DeMotte and review the DeMotte Subdivision Control Code before we go out for bid on the DeMotte Parking Lot Project. He will likely be ready to present to the board at the February Board Meeting. P. Stringfellow has contacted the County Assessor about consolidating the 14 parcels that comprise the DeMotte Library property into one. There is a process to follow to accomplish this. DeMotte Branch Manager, Debbie Kristoff resigned to take a new position as Director at the Lowell Public Library. Her last day with JCPL was January 4. P. Stringfellow attended an ILF Zoom meeting where Dr. Jennifer Sullivan of Indiana Family & Social Services Administration (FSSA) presented. Dr. Sullivan explained that they are looking to partner with trusted Indiana organizations in regard to the COVID - 19 vaccine. Potential ways that libraries could partner with FFSA would be distributing information about the vaccines; helping register citizens for the vaccine; and being a vaccination site. The library is already and will continue to distribute information about the vaccines and P. Stringfellow will be following up to get more information on other opportunities to partner and consider how best we might serve and meet community needs.

J. Davidson, Secretary, read two Thank You notes that the Board received from staff members.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:42 PM, seconded by N. Waling

Julie Davidson

Julie Davidson, Secretary

Attest: K. Kaluf, President

CIRCULATION BY HOLDINGS CODE
January 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	17	0	0	17
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	26	6	5	37
Blu-Ray (DBR)	129	9	0	138
Books on CD (DBKCD)	41	8	1	50
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	17	6	1	24
Digital Audiobooks (DDA)	9	4	2	15
DVD (DDVD)	1131	107	73	1311
Equipment (DEQP)	35	0	0	35
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	378	32	11	421
Fiction Fantasy (DFICF)	4	1	0	5
Fiction Inspirational (DFICI)	136	3	1	140
Fiction Mystery (DFICM)	73	6	7	86
Fiction New (DFICNEW)	364	19	13	396
Fiction Science Fiction (DFICSF)	13	1	0	14
Fiction Western (DFICW)	1	1	0	2
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	18	3	3	24
Hanging Bags (DHANG)	22	0	6	28
Hotspots (DWIFI)	0	19	5	24
ILL (DILL)	24	0	0	24
Internet (DINTER)	285	0	0	285
Juv. Audio book (DJAUDB)	22	1	13	36
Juv. Biography (DJBIO)	15	3	3	21
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	16	0	2	18
Juv. Digital Device (DJDDP)	1	0	0	1
Juvenile Easy (DJE)	569	14	76	659
Juv. Easy Non-fiction (DJENF)	19	4	3	26
Juv. Easy Reader (DJER)	280	23	20	323
Juv. Easy Reader NF (DJERN)	2	0	5	7
Juv. Fiction (DJFIC)	418	29	15	462
Juv. Graphic Novel (DJGN)	72	9	6	87
Juv. Holiday books (DJHOL)	54	11	19	84
Juv. Launchpads (DPTAB)	0	0	0	0
Juv. Magazine (DJMAG)	7	0	0	7
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	193	36	28	257
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	100	1	20	121
Large Print Fiction (DLPF)	85	4	10	99
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	104	7	4	115
Large Print Nonfic (DLPNF)	11	0	3	14
Large Print Western (DLPW)	8	0	0	8
Magazine (DMAG)	274	1	0	275
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	2	0	0	2
Nonfiction 100 (DNF100)	8	2	0	10
Nonfiction 200 (DNF200)	19	1	1	21
Nonfiction 300 (DNF300)	25	5	3	33
Nonfiction 400 (DNF400)	3	2	0	5
Nonfiction 500 (DNF500)	4	1	3	8
Nonfiction 600 (DNF600)	83	7	8	98
Nonfiction 700 (DNF700)	31	4	6	41
Nonfiction 800 (DNF800)	10	1	0	11
Nonfiction 900 (DNF900)	24	1	4	29
Nonfiction Blu-Ray (DNFBR)	4	0	0	4
Nonfiction DVD (DNFDVD)	43	3	3	49
Nonfiction (DNFIC)	5	0	0	5
Nonfiction New (DNFNEW)	110	7	11	128
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	5	0	0	5
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	3	63	0	66
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	4	0	0	4
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	70	10	5	85
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	7	1	1	9
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	5	0	0	5

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	17	1	20
Blu-Ray (RBR)	16	233	4	253
Books on CD (RBKCD)	9	63	2	74
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	14	40	3	57
Digital Audiobooks (RDA)	0	0	0	0
DVD (RDVD)	187	1461	58	1706
Equipment (REQP)	0	3	0	3
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	48	444	14	506
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	23	252	10	285
Genealogy (RGENE)	0	4	0	4
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	41	1	44
Hanging Bag (RHANG)	3	7	1	11
Hotspots (RWIFI)	1	22	1	24
ILL (RILL)	0	25	2	27
Internet (RINTER)	0	188	0	188
Juv. Audio book (RJAUDB)	2	10	10	22
Juv. Biography (RJBIO)	9	7	2	18
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	2	5	0	7
Juv. Digital Device (RJDDP)	1	2	0	3
Juvenile Easy (RJE)	73	396	78	547
Juv. Easy Non-fiction (RJENF)	7	76	7	90
Juv. Easy Reader (RJER)	12	145	23	180
Juv. Easy Reader NF (RJERN)	2	37	4	43
Juv. Fiction (RJFIC)	35	266	15	316
Juv. Graphic Novel (RJGN)	8	66	5	79
Juv. Launchpads (RPTAB)	5	7	0	12
Juv. Magazine (RJMAG)	0	3	0	3
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	28	120	27	175
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	3	87	7	97
Large Print Fiction (RLPF)	6	106	4	116
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	3	122	3	128
Large Print Nonfic (RLPNF)	0	7	1	8
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	134	0	134
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	2	0	3
Non-Fiction 100 (RNF100)	0	18	4	22

Non-Fiction 200 (RNF200)	3	11	1	15
Non-Fiction 300 (RNF300)	2	21	6	29
Non-Fiction 400 (RNF400)	0	0	1	1
Non-Fiction 500 (RNF500)	2	10	1	13
Non-Fiction 600 (RNF600)	24	55	21	100
Non-Fiction 700 (RNF700)	4	31	5	40
Non-Fiction 800 (RNF800)	1	3	0	4
Non-Fiction 900 (RNF900)	2	10	2	14
Nonfiction Blu-Ray (RNFBR)	0	5	0	5
Nonfiction DVD (RNFDVD)	4	85	3	92
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	18	105	13	136
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	2	0	2
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	39	5	0	44
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	5	6	34	45
STEAM Kits (RSTEAM)	0	1	0	1
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	0	0	0
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	4	73	0	77
YA Music CD (RYACD)	0	16	1	17
YA Nonfiction (RYANF)	0	3	1	4
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	2	0	2

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	3	11	15
Blu-Ray (WBR)	8	19	97	124
Books on CD (WBKCD)	7	8	68	83
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	1	3	28	32
Digital Audiobooks (WDA)	2	0	8	10
DVD (WDVD)	90	94	931	1115
Equipment (WEQP)	0	0	2	2
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	19	16	161	196
Fiction Fantasy (WFICF)	0	1	6	7
Fiction Inspirational (WFICI)	8	0	49	57
Fiction Mystery (WFICM)	1	7	40	48

Fiction New (WFICNEW)	43	16	107	166
Fiction Science Fiction (WFICSF)	0	1	2	3
Fiction Western (WFICW)	0	0	8	8
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	2	7	20	29
Hanging Bags (WHANG)	0	2	16	18
Hotspots (WWIFI)	0	13	11	24
ILL (WILL)	5	1	13	19
Internet (WINTER)	0	0	82	82
Juv. Audio book (WJAUDB)	2	0	38	40
Juv. Biography (WJBIO)	1	3	8	12
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	19	20
Juv. Digital Device (WJDDP)	0	0	0	0
Juvenile Easy (WJE)	37	28	374	439
Juv. Easy Non-fiction (WJENF)	1	0	44	45
Juv. Easy Reader (WJER)	24	3	157	184
Juv. Easy Reader NF (WJERN)	0	0	7	7
Juv. Fiction (WJFIC)	52	30	237	319
Juv. Graphic Novel (WJGN)	23	4	42	69
Juv. Launchpads (WPTAB)	1		3	4
Juv. Magazine (WJMAG)	0	0	16	16
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	28	13	156	197
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	7	2	169	178
Large Print Fiction (WLPF)	14	16	60	90
Large Print Inspirational (WLPI)	0	0	6	6
Large Print Mystery (WLPM)	1	0	2	3
Large Print New (WLPN)	8	6	91	105
Large Print Nonfic (WLPNF)	4	0	6	10
Large Print Western (WLPW)	0	0	1	1
Magazine (WMAG)	2	2	90	94
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	2	1	6	9
Non-Fiction 200 (WNF200)	1	1	12	14
Non-Fiction 300 (WNF300)	1	0	13	14
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	3	1	2	6
Non-Fiction 600 (WNF600)	10	8	72	90
Non-Fiction 700 (WNF700)	2	0	8	10
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	3	4	13	20
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	3	6	34	43
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	12	7	50	69
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	7	7
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	3	3
Vertical file (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	1	3	4
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	20	35	81	136
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	2	4	6
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	6503	5704	4278	16485

CIRCULATION BY HOLDINGS CODE
January 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	17	0	0	17
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	29	26	17	72
Blu-Ray (BR)	157	266	101	524
Books on CD (BKCD)	57	79	71	207
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	32	49	32	113
Digital Audiobooks (DA)	11	4	10	25
DVD (DVD)	1408	1662	1062	4132
Equipment (EQP)	35	3	2	40
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	445	492	186	1123
Fiction Fantasy (FICF)	4	2	6	12
Fiction Inspirational (FICI)	144	3	50	197
Fiction Mystery (FICM)	74	13	47	134
Fiction New (FICNEW)	430	287	130	847
Fiction Science Fiction (FICSF)	13	2	2	17
Fiction Western (FICW)	1	1	8	10

Genealogy (GENE)	0	4	0	4
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	22	51	24	97
Hanging Bags (HANG)	25	9	23	57
Hotspots (WIFI)	1	54	17	72
ILL (ILL)	29	26	15	70
Internet (INTR)	285	188	82	555
Juv. Audio book (JAUDB)	26	11	61	98
Juv. Biography (JBIO)	25	13	13	51
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	19	5	21	45
Juv. Digital Device (JDDP)	2	2	0	4
Juvenile Easy (JE)	679	438	528	1645
Juv. Easy Non-Fiction (JENF)	27	**80**	54	161
Juv. Easy Reader (JER)	316	171	200	687
Juv. Easy Reader NF (JERN)	4	37	16	57
Juv. Fiction (JFIC)	505	325	267	1097
Juv. Graphic Novel (JGN)	103	79	49	231
Juv. Holiday (JHOL)	54	11	19	84
Juv. Launchpads (PTAB)	6	7	3	16
Juv. Magazine (JMAG)	7	3	16	26
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	249	169	211	629
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	0	1
Juv. Toddler (JTOD)	110	90	196	396
Large Print Fiction (LPF)	105	126	74	305
Large Print Inspirational (LPI)	0	0	6	6
Large Print Mystery (LPM)	1	0	2	3
Large Print New (LPN)	115	135	98	348
Large Print Nonfic (LPNF)	15	7	10	32
Large Print Western (LPW)	8	0	1	9
Magazine (MAG)	276	137	90	503
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	3	2	2	7
Non-Fiction 100 (NF100)	10	21	10	41
Non-Fiction 200 (NF200)	23	13	14	50
Non-Fiction 300 (NF300)	28	26	22	76
Non-Fiction 400 (NF400)	3	2	3	8
Non-Fiction 500 (NF500)	9	12	6	27
Non-Fiction 600 (NF600)	117	70	101	288
Non-Fiction 700 (NF700)	37	35	19	91
Non-Fiction 800 (NF800)	11	4	3	18
Non-Fiction 900 (NF900)	29	15	19	63
Non-Fiction Blu-Ray (NFBR)	4	5	0	9
Non-Fiction DVD (NFDVD)	50	94	40	184
Nonfiction (NFIC)	5	0	0	5
Nonfiction New (NFNEW)	140	119	74	333
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	1	0	2
Professional Coll. (PROF)	0	2	0	2

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	1	2	7	10
Reference (REF)	34	23	10	67
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	1	0	6
Software (SWAR)	1	0	0	1
SRCS (SRCS) DeMotte	39	5	0	44
SRCS (From other libraries III-SRC	3	63	0	66
SRCS (SRCSW) Wheatfield	5	6	34	45
STEAM Kits (STEAM)	4	1	3	8
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	1	3	4
YA Biography (YAB)	1	0	1	2
YA Books on CD (YABKCD)	0	1	3	4
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	94	118	86	298
YA Music CD (YACD)	0	16	1	17
YA Nonfiction (YANF)	7	6	6	19
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	5	2	0	7
				0
Free reads	112	69	87	268
Games/Puzzles	19	0	5	24
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6672	5802	4379	16853

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1457	1132	697	3286
Nonfiction	528	409	325	1262
CHILDREN'S BOOKS				
Fiction	1734	1140	1256	4130
Nonfiction	356	273	297	926
YA BOOKS				
Fiction	116	169	110	395
Nonfiction	8	6	7	21
Preloaded Dig Dev, Child	6	7	3	16
Magazines, Adult	276	137	90	503
Magazines, Children	7	3	16	26
Sound Recordings, adult	100	134	119	353
Sound Recordings, ch	70	41	106	217
Online databases	0	0	0	0
Software	1	0	0	1
SRCS	47	74	34	155
STEAM Kits	4	1	3	8

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1620	2029	1210	4859
Equipment	36	57	19	112
Total	6366	5612	4292	16270
A-V Circulation	1791	2204	1435	5430
A-V Circulation as % of total	28.1%	39.3%	33.4%	33.4%

CIRCULATION STATISTICS

January 2021

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	48	0	**1,457**	44	18	**1,132**	49	140	**697**	**3,286**
Nonfiction	64	2	**528**	26	7	**409**	26	12	**325**	**1,262**
CHILDREN'S BKS										
Fiction	40	0	**1,734**	86	32	**1,140**	22	175	**1,256**	**4,130**
Nonfiction	6	0	**356**	14	3	**273**	10	1	**297**	**926**
YA BOOKS										
Fiction	5	1	**116**	5	1	**169**	12	30	**110**	**395**
Nonfiction	1	0	**8**	0	0	**6**	0	56	**7**	**21**
Preloaded Dig Dev	0	0	**6**	0	0	**7**	0	0	**3**	**16**
Magazines,Adult	0	0	**276**	0	0	**137**	0	0	**90**	**503**
Magazines, Child	0	0	**7**	0	0	**3**	0	0	**16**	**26**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	4	203	**100**	8	0	**134**	6	0	**119**	**353**
Sound Rec/Child	0	0	**70**	0	0	**41**	1	0	**106**	**217**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	60	**0**	0	0	**0**	**1**
SRCS	0	0	**47**	0	0	**74**	0	0	**34**	**155**
STEAM Kits	0	0	**4**	0	0	**1**	0	0	**3**	**8**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	15	163	**1,620**	78	7	**2,029**	34	111	**1,210**	**4,859**
Equipment	0	0	**36**	0	0	**57**	0	0	**19**	**112**
TOTAL	183	369	**6,366**	261	128	**5,612**	160	525	**4,292**	**16,270**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,212	76,458	60,559
Circulation Increase/Decrease	**-23.8%**	**-26.9%**	**-18.2%**

MONTHLY SYSTEM STATISTICS	2020	2021	% change
Current month's Circulation	21,273	16,270	-23.5%
Jan. to date circulation	21,273	16,270	-23.5%

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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
24,218	24,266	16,070	16,096	16,736	16,645	**Fiction**
20,053	20,115	19,188	19,207	8,223	8,237	**Nonfiction**
						CHILDREN'S BKS
15,523	15,563	14,062	14,116	13,311	13,158	**Fiction**
9,351	9,357	6,249	6,260	6,572	6,581	**Nonfiction**
						YA BOOKS
2,263	2,267	3,276	3,280	3,549	3,531	**Fiction**
636	637	365	365	156	100	**Nonfiction**
3	3	0	0	5	5	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,024	3,825	701	709	4,669	4,675	**Sound Rec/Adult**
644	644	4,142	4,142	812	813	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	14	-46	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,414	7,266	11,465	11,536	6,792	6,715	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
84,398	84,212	76,325	76,458	60,924	60,559	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

February 2021

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	293	63	403	87	324	70	1020	221
LOCAL HISTORY								
In person	1	0	6	2	2	1	9	3
Letters written	0	0	9	9	0	0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	285	12	188	8	82	3	555	23
Internet use-Wireless	465		496		310		1271	
VCR Use	0	0	0	0	0	0	0	0
Microforms	2	0	35	5	0	0	37	5
Public FAX24	40		12		34		86	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	1	0	0	0	1	0
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	6		3		0		9	
Outreach activities	16	16	2	1	0	0	18	12
Meeting Room Use (no. of group	19	6	4	1	11	4	34	11
Study room use	20	2	8	1	4	0	32	3
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	81	1	17	0	6	0	104	1
Pull Requests	0	0	0	0	1	1	1	6
E-books downloaded							2843	
IN-HOUSE USE ITEMS	82		15		59		156	
SELF-CHECKOUT USE	137		17		33		187	
INTERLIBRARY LOANS								
Requests made for:							80	20
Items rec'd for:							67	34
Items requested by other librarie							0	
Items supplied to other libraries							0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7322	11075	4558	22955
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	269	463	123	855
Number of New Patrons Added	17	15	14	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Adult Programs	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Senior Citizen Programs	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Total Number of Programs	**0**	0	**0**	0	**0**	0	**0**	0
Total Persons Attending	**0**		**0**		**0**		**0**	
Total Attending Same Month Last Yr.	339		211		255		805	
Total Staff Hours Spent		101		114		79	294	347
Total Number of In-House Prograrr	**0**		**0**		**0**		**0**	
Total Attendance	**0**		**0**		**0**		**0**	
Total Number of Outreach Progran	**0**		**0**		**0**		**0**	
Total Attendance	**0**		**0**		**0**		**0**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4697	74.0%	4173	74.7%	3235	75.4%	12105	74.6%
Corporate	0	0.0%	3	0.1%	0	0.0%	3	0.0%
Juvenile 0-11	41	0.6%	81	1.5%	22	0.5%	144	0.9%
Juvenile-AV	383	6.0%	437	7.8%	421	9.8%	1241	7.7%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	106	1.7%	133	2.4%	84	2.0%	323	2.0%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	1	0.0%	3	0.1%	0	0.0%	4	0.0%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School	0	0.0%	10	0.2%	0	0.0%	10	0.1%
School AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	75	1.3%	0	0.0%	75	0.5%
Staff	821	12.9%	499	8.9%	445	10.4%	1765	10.9%
Walking books	39	0.6%	18	0.3%	22	0.5%	79	0.5%
YA 12-17	2	0.0%	9	0.2%	2	0.0%	13	2.8%
YA-AV	259	4.1%	140	2.5%	57	1.3%	456	2.8%
Total	6349		5585		4288		16222	
All items borrowed by nonresidents	107	1.7%	150	2.7%	84	2.0%	341	2.1%

Salary Ordinance 2021
Updated 2/8/21

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Alia Dresher	Page	$7.25	2/1/21	9	W
Linda Comingore	Clerk	$10.22	2/1/21	12	R
Athena Dover	Page	$7.25	2/9/21	10	D
Shannon Heldak	DeMotte Branch Manager	$20.00	2/16/21	40	D

We have hired Alia Dresher as Wheatfield Page, replacing Autumn Fagenbaum who was promoted to Publicity Assistant. We have promoted Linda Comingore to Rensselaer Clerk, replacing Staci Pack who no longer works for the library. We have hired Athena Dover as DeMotte Page, replacing Jocelyn Grafton who no longer works for the library. We have promoted Shannon Heldak to DeMotte Branch Manager, replacing Debbie Kristoff who no longer works for the library.

We have examined and approved the changes to the 2021 Jasper County Public Library Salary Ordinance. Dated 2/8/21.

Kristi Hanson

Danielle L. Horgan

Natalie A. Waling

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Jasper County Public Library

Debit/Credit Card Processing Policy

All debit/credit card transactions must be conducted in person with card present or in person using a digital credit card or digital wallet. There is a $5 minimum charge required in order to pay with credit/debit cards; no refunds may be issued. If the internet is down, debit/credit card payments cannot be accepted. This service can only be used for processing credit card payments, and may not be used to provide a cash advance.

Debit/Credit cards may not be used to purchase items being sold by the Friends of the Library.

JCPL-owned credit cards may not be processed in library-owned card terminals.

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Adopted 9/2013; revised 10/2015; revised 1/2020; revised 2/2021 h12

Demonstration Project: A Resilient Community Pilot Program between the *Jasper County Public Library and Franciscan Health*

The Purpose & The Community:

Adverse childhood experiences (ACEs), such as child abuse, child neglect, and household dysfunction, are incredibly common. An estimated 30 million American children have been exposed to a range of ACEs. Adverse community environments, such as environments with high rates of poverty or limited access to health care, compound and contribute to the adversities experienced at home. Together, these experiences and environments are known as the "Pair of ACEs." The culmination of the "Pair of ACEs" can result in, delays in learning; behavioral issues; unemployment or homelessness; mental health conditions (e.g., depression, suicide); physical health conditions (e.g., heart disease, obesity); and unhealthy coping behaviors (e.g., substance abuse).

Franciscan Health identified four top health concerns for the community of Jasper County, including: infant mortality; youth mental health; substance abuse; and access to health services. Research suggests that a best practice in addressing these health concerns is to target the root cause: the "Pair of ACEs." One way to address adversity is by building community resilience – which focuses on resilience as the fundamental strategy to prevent and reduce disease, and fosters collaboration and coordination between organizations and community members to build a stronger and healthier community.

Pilot Program Overview:

This pilot program will encompass two main items, including: a community professional training regarding ACEs and resilience from a Franciscan Health trainer; and a trauma-informed featured books collection at the Jasper County Public Library. The training will be free and open to key community professionals in industries most impactful to kids and families (including, but not limited to: Purdue Extension leaders; homeschool groups; after-school kid clubs; youth and family groups; community service agencies; arts communities; etc.). The featured books collection will include books that focus on trauma; adversity; social and emotional learning; individual resilience; family resilience; and community resilience, and will be coupled with material (e.g., fact sheets; guidebooks) from Franciscan Health.

Goal, Objectives, & Outputs:

Goal: To spread awareness and educate members of Jasper County regarding the impact of childhood adversity to create a stronger, healthier, and more resilient community.

Objective #1: To increase *knowledge* among community professionals and members regarding the impact of childhood adversity on community health and wellbeing.

Objective #2: To ensure that community professionals feel that addressing childhood adversity and building community resilience *is important* to them – within their personal and professional lives.

Objective #3: To improve community professionals' *self-confidence* in their ability to appropriately and effectively perform the skills learned within the training.

Objective #4: To broaden the community professionals' *sense of collective efficacy* in impacting the health and wellbeing of Jasper County – such that, together, they feel confident in their ability to appropriately and effectively perform the skills learned in the training to positively impact the health and wellbeing of the community.

Objective #5: To grow the community professionals' *sense of social support* by networking with other local, like-minded professionals.

Output #1: To collaborate among organizations in the Jasper County community to contribute to a thriving, resilient community.

Output #2: To engage professionals and members of the community in opportunities that promote lifelong learning.

Budget:

Franciscan Health has budgeted a minimum of $3,000.00 to be used for this demonstration project.

Timeline:

The pilot program will exist during the calendar year of 2021, with the potential for growth within the next three years of Franciscan Health's Community Health Needs Assessment (CHNA) cycle (e.g., 2022-2024).

Jasper County Public Library

COVID-19 Mitigation Plan

The health and safety of Jasper County Public Library (JCPL) employees is a top priority. Since the onset of the COVID – 19 pandemic JCPL has monitored and adjusted library operations and services based on and consistent with ~~plans to phase in library services in a manner consistent with~~ federal, state, and local health recommendations ~~as related to COVID-19~~. The following mitigation plan ~~represents the initial phase and~~ has been developed and updated periodically to protect the health of both individual employees and the public. ~~Successive phases~~ Further updates will be shared as their implementation date draws nearer and as details solidify. Generally speaking, we expect many of the restrictions on operations and conduct to lessen over time, though certain practices – particularly those related to handwashing and other personal and environmental hygiene – likely will become long-term or permanent aspects of our operations.

JCPL expects all employees to adhere to the safety measures set forth in this plan (and others that may be announced from time to time). Failure to support the health and safety goals listed below may lead to disciplinary action. This plan does not alter the at-will nature of ~~Library~~ JCPL employment. Given the nature and purpose of the ~~L~~ library's efforts, this document may be updated and modified as new situations arise or new information becomes available. Employees will be notified of modifications to the extent and as soon as feasible.

The Management Team will monitor and implement this plan. Questions or suggestions are welcome and should be directed to the Business Office or the Director (preferably via phone or email, and – if in person – while maintaining social distance). JCPL may not always have an answer (immediately or at all), but will always do its very best to provide one.

I. Maintaining Social Distancing Recommendations

A. JCPL requires social distancing of at least six feet between employees whenever feasible (e.g., excluding situations such as passing co-workers in a hallway or traveling past a co-worker's work space).

B. JCPL may make changes in services, library hours, and schedules to maximize employees' ability to adhere to social distancing recommendations. Additionally, Plexiglas sneeze guards will be installed in staff and public areas to aid in mitigation.

C. Employee schedules may be staggered to minimize the number of employees in a building with at least a 15 minute interval between team changes to avoid or minimize team interaction.

D. All departments with fixed workstations will adjust work areas to adhere to at least a six foot distance.

E. Employees will have a set schedule and anyone unable to work any portion of their schedule should speak with their supervisor in regard to the reasons why and to discuss the options available to them.

F. Employees will not be in the building when their team is not scheduled except with prior approval of the Director. Social distancing must be maintained.

G. Senior staff who are not scheduled at their building for their weekly hours will be responsible for completing their weekly hours using telecommuting as per Director parameters.

H. Clerks and Pages will be scheduled as close to their normal hours as is possible.

I. Janitors will be scheduled their full hours since they are unable to telework. However, like all employees, janitors are expected to maintain social distancing and utilize appropriate PPE and hygiene protocols.

J. Employees should rely upon phone calls, texts, emails, and virtual meetings to communicate and work together to reduce face-to-face contact.

K. Employees should work six feet away from their co-workers. If the nature of an assignment renders six-foot distancing impossible, notify and discuss with the manager on duty.

L. Employees in small shared offices or close work stations will be moved to an alternate place in the building to work.

M. Employees should enter and exit the library buildings moments or minutes apart as needed to maintain physical distancing. Do not congregate in physical proximity in connection with shifts starting or ending (or any other time).

N. Strive to follow the CDC's recommendation to decrease social contacts in the workplace, such as in-person meetings and group lunches.

O. One employee at a time may be in the staff lounge, and only to use the refrigerator and microwave. Wash hands immediately before and after handling shared appliances. Employees will bring their own dishes and utensils and will take them home at the end of each shift to be cleaned. Carry-in events and shared coffee pots are discontinued at this time.

P. Any employee using the staff lounge must continue to keep the six foot physical distance requirement.

Q. IT or Maintenance may be required to enter your building for repairs. Please be considerate and remain physically distant. IT and maintenance staff will wash their hands prior to and after repairs.

R. Current library services will be limited or modified to ensure that proper social distancing between employees and patrons can be maintained.

S. Patrons will be required to stay in their car during curbside service.

T. Any patron services added will have minimal staff-patron interactions and will require physical distancing ability.

U. Employees should complete incident reports regarding any patrons who repeatedly – and despite polite but clear verbal redirection – violate the social distancing requirements, face covering requirements or do not stay on the patron side of the Plexiglas sneeze guards.

II. Implementing Basic Infection Prevention Measures

A. Employees will disinfect their work areas and high-touch surfaces at the beginning and end of each shift using paper towels and JCPL-provided disinfecting solution. High touch surfaces include such things as door handles and locks, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, shared kitchen surfaces, microwave handles.

B. Employees will frequently and thoroughly wash and sanitize hands using CDC guidelines.

C. Handwashing is always important but particularly important when changing between work activities, moving materials between co-workers and patrons, or processing the book drop. This is not an exhaustive list. Employees will wash hands before and after such activities to prevent cross contamination.

D. Employees will actively refrain from touching their face – mouth, nose, and eyes – while at work.

E. Employees will practice respiratory etiquette (e.g., sneeze or cough into the shoulder or inside elbow whenever possible, facial tissue if not possible, and into hands as a last resort, always followed by prompt hand-washing and any other appropriate clean-up).

F. Employees will respect personal working spaces and not use co-worker's desk, phone, or workspace.

G. Shared workspaces should be sanitized thoroughly between users and at the change of each shift using JCPL-provided solution.

H. Employees should carry their own writing utensils.

I. Employees will contribute to basic housekeeping practices including routine cleaning and disinfecting of shared surfaces, equipment, and other elements of the workspace.

J. Non-essential doors are to remain open to avoid touching. Front and back doors should remain closed.

K. Handwashing signs will be posted in all public and staff restrooms that reflect proper handwashing procedures.

L. Soap and paper towel will be available at all sinks, including public restrooms, for handwashing.

M. Hand sanitizer will be made available for staff and patrons as supplies allow.

III. Utilizing Personal Protective Equipment (PPE)

A. The library will follow local health department guidance and/or the Indiana Governor's Executive Orders in regard to face coverings. Face coverings are recommended for employees and patrons unless otherwise required by local and/or state officials.

B. Employees are responsible for using face coverings properly and for keeping them clean in consideration of CDC guidelines.

C. Face coverings should not hinder job performance.

D. Signs will be placed at library entrances to alert patrons that face coverings are recommended or required in consideration of item A in this section.

E. Social distancing should still be followed even while wearing face coverings or other PPE.

F. Janitorial staff will receive priority access to gloves if supplies run short, especially when cleaning with harsh chemicals.

G. Upon removal of any PPE, employees must wash hands thoroughly before touching anything else.

H. Employees are encouraged to rely on frequent and thorough handwashing.

I. Gloves must always be available in spill kits to aid in the clean-up, transportation, and disposal of potentially infectious blood or body fluid spills.

J. Employees may wish to bring their own gloves, but improperly utilized gloves can be a greater source of contamination than bare hands. Employees wearing gloves can become complacent about following proper hand hygiene guidelines. Any employee that wishes to use their gloves at work must ensure frequent glove changes and handwashing before changing work activities.

K. Used PPE of any type must be disposed of in lined trash receptacles (or tied/sealed plastic bags pending placement in receptacles). Employees who leave or discard of

PPE improperly – including without limitation by leaving used PPE on the ground in the parking lot – will be disciplined.

IV. Responsibilities for Monitoring Individual Health, Wellness, and Contacts With Others (At and Outside Work)

A. The library will post notices regarding the symptoms of COVID-19 in public and staff areas.

B. All employees are responsible for monitoring how they feel and remaining alert to potential symptoms of COVID-19, which include cough, shortness of breath, and fever (among other possible symptoms). This is an ongoing obligation and specifically includes a conscious assessment immediately prior to each time an employee reports to work at a JCPL facility. By commencing work at any JCPL site, you are representing that you have self-assessed and are not currently experiencing COVID-19 symptoms.

C. Employees are welcome (but by no means required or expected) to consider utilizing the free COVID-19 self-assessment available at: https://landing.google.com/screener/covid19.

D. If an employee does not feel well, exhibits any COVID-19 symptoms, or has a temperature above 100.4 (or feels feverish), the employee must stay or return home and notify their supervisor immediately. In such situations, employees need only inform their supervisor that they are experiencing symptoms associated with COVID-19 and the basic identification of each symptom (e.g., "shortness of breath" or "fever.". Employees need not share further details when reporting to supervisors and supervisors should not solicit further details. The Business Office may seek limited follow-up information in appropriate cases.

E. Employees who have had "close contact" (as defined by the CDC) with confirmed or probable COVID – 19 cases must stay or return home and notify their supervisor immediately. In such cases, employees will be required to quarantine and/or requested to test for COVID – 19 in accordance the most current CDC, state, or local health authority guidance. CDC's definition of close contact is based on physical proximity and duration and can be found here: https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact.

F. Employees are encouraged to follow the CDC's recommendations on what to do if exhibiting symptoms (https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-ncov-fact-sheet.pdf) and how/when to quarantine following close contact with someone who has COVID – 19 (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html).

V. Handling Library Materials

Handling materials is one of the most complex areas of operations during a pandemic due to the potential of virus transmission on shared objects such as books and DVDs. We will use data provided by the REALM study to guide our decision making.

Materials Entering JCPL Facilities from non-JCPL Facilities

A. Employees handling materials as they enter a JCPL facility will wear gloves as supplies allow.

B. Employees will remove items from book drops and leave in current status.

C. Designated carts will be used for emptying book drops and will not be used for other activities.

D. Items emptied from the book drop will be quarantined for 120 hours.

E. Each library will designate a quarantine area for book drop materials that is away from staff work or travel patterns.

F. Items will be placed on tables or on the floor in the designated quarantine space.

G. For management of the quarantine, a slip will be taped to the table with the date items were placed in quarantine and date/time (120 hours from arrival) that materials will be available to be checked in.

H. After 120 hours a designated cart (clean cart) will be used to transfer library materials to an area for check in.

I. Once checked in, items are available for shelving or holds.

Couriered Materials

A. Items that are transferred via the courier do not need to be quarantined as the item is either coming off the shelf of a sending library or has already been through quarantine at the sending library.

B. Each library will designate a dispatch area for the use of the courier.

C. The transport area must be away from staff work areas to minimize possible contact courier would have with co-workers.

D. Each library location will establish a receiving area for courier deliveries to limit contact between delivery personnel and library staff.

VI. Cleaning and Disinfecting

A. Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces.

B. Disinfecting works by using chemicals or ultraviolet lights to kill germs/viruses on surfaces or objects.

C. A combination of cleaning and disinfecting will be most effective in mitigating the COVID-19 virus.

D. The library will follow CDC guidelines for cleaning and disinfecting facilities.

E. The janitors are responsible for the daily cleaning and disinfecting of the library.

F. The other employees are responsible for cleaning and disinfecting their work areas and /or shared work areas, supplies, and equipment as previously explained.

G. Cleaning and disinfecting will take place at the end of each shift before a team leaves the building.

VII. Symptoms in the Workplace

A. Employees who report or demonstrate symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees and sent home. The current team supervisor will notify the Business Office immediately. The Director and/or Business Office will determine the length of time an employee will need to remain isolated and/or off work based on the facts and circumstances of each situation and according to the most current public health authority guidelines, including without limitation CDC Public Health Recommendations for Community-Related Exposure.

B. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. A list of symptoms is available on the CDC website. Certain symptoms that are common to other conditions may not require extended isolation and/or absence. However, any/all symptoms must be reported and will result in initial isolation as set forth in the preceding Paragraph A, with management determining the length of further isolation on a case-by-case basis.

C. If a sick employee is suspected or confirmed to have COVID-19, JCPL will follow CDC cleaning and disinfection recommendations.

COVID – 19 Vaccinations

A. JCPL's position regarding vaccinations is based on our overall commitment to health and safety and the information currently available during the uncertain and ever-changing landscape of the pandemic. More specifically, the Library has carefully considered: the role that vaccinations are expected to play in combatting the pandemic; the information currently available about COVID – 19 vaccinations' effectiveness and potential effects in different groups and individuals; and the proximity in which we must necessarily come to others in the course of performing our jobs.

B. We are **not** "mandating" or requiring employees to receive the COVID – 19 vaccination at this time. **However,** JCPL strongly encourages all who can safely get the vaccine to do so, and we urge each individual employee to make their own informed decision, in consultation with their chosen health care provider(s).

C. The effectiveness of the COVID – 19 vaccine is not guaranteed to be complete or immediate. Accordingly, because this plan is aimed at protecting the Library community as a whole, and again based on currently available information, an employee's individual decision to receive (or not receive) a COVID – 19 vaccine will have no impact on any other provisions of this plan. As non-exhaustive examples, employees remain responsible for monitoring and reporting their symptoms at all times (see Section IV and VII above), maintaining appropriate distance from others (see Section I), and engaging in good personal hygiene and cleaning practices as to their persons and their surroundings (see Sections II-III, V-VI). Those experiencing symptoms consistent with COVID – 19 will continue to be isolated from the workplace as circumstances warrant based on recommendations by the CDC and/or state or local health authorities (see also Section VII(b) above.

Adopted May 11, 2020; revised June 8, 2020; revised September 14, 2020;

revised November 9, 2020; revised December 14, 2020; revised February 8, 2021

Director's Report
January 2021

Consent Agenda

You will be approving the minutes of the January board meetings, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: In February five policies are up for review: FAX Policy, Board Commitment, Staff Commitment, Gift Policy, and the Debit/Credit Card Processing Policy. We are only recommending a revision to the Debit/Credit Card Processing Policy. Please see R 10. We do not allow Friends of the Library items to be charged. The Friends of the Library money and transactions are kept separate from library money and transactions. Noting this in the policy will be helpful to staff and patrons when these types of transactions occur. **If you approve the Consent Agenda items, you will approve revisions to the Debit/Credit Card Processing Policy as presented.**

General Business

Oath of Office – Treasurer: Mark Heinig will take his oath as Treasurer.

Oath of Office – Assistant Treasurer: Janelle Harper will take her oath as Assistant Treasurer.

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian: Linda Poortenga and Janice Wilma will present their Annual Impact Reports, reporting on adult and youth services.

COVID – 19 Mitigation Plan Revision: I will bring a revised COVID – 19 Mitigation Plan to our February 8 board meeting, addressing COVID – 19 vaccinations. We will review the recommended proposed revisions together. A board vote is required to revise the plan.

DeMotte Parking Lot: I spoke with our attorney Ed Dumas and our architect, Harry Mohler, on February 4. Prior to these conversations I sent a summary of our work so far to both Ed and Harry. After reviewing the summary Ed expressed that we have been moving through this process just fine so far. That is great news! Now we need estimates. Harry will be sending low ball and high ball estimates for this work to Ed for his consideration. For now we will focus on the basic infrastructure of this project (i.e. asphalt, concrete, drainage…). The other elements of the project (i.e. pergolas, landscaping, etc.) will be handled separately and in subsequent phases. They are still a part of the plan, but we will begin with the basic infrastructure. This is in step with our conservative spending plans. Ed will assist us with our bid process.

Jasper County Public Library Annual Report Review: I have completed and submitted our Indiana Public Library Annual Report 2021 to the State Library. You will receive a copy of this report at the February meeting. We will review the report together. This is a very lengthy report that takes days to complete. It does provide a good overview of our financial situation last year as well as products and services.

Director's Report:

I am pleased to share that I have promoted Shannon Heldak to the position of DeMotte Branch Manager effective February 16, 2021. Shannon has been serving very effectively in the role of DeMotte Children's Librarian since November 2017. She is excited about this new opportunity, and I look forward to working with her in her new role.

We are partnering with the Jasper County Health Department, scheduling and registering patrons for the COVID – 19 vaccine. This is an expressed community need, and we are happy to meet it and be a part of this significant and historic moment in our nation's health history.

Our Non-Resident Card fee is based upon per capita expenditures for the previous year. Now that we have closed the books on 2020 we can evaluate our Non Resident Fee. In consideration of per capita expenditures our fee must be equal or greater than $70.66. Our current fee is $75.15 as adopted by the board on February 9, 2019. Because our spending was so conservative in 2020 spending per capita was down. We expect our spending per capita will perhaps be higher in 2021. To avoid wild fluctuations in the card fees I am not recommending a change in the fee this year. Our current fee meets requirements. Additionally we rarely get a request for this type of card.

This year we will be partnering with Franciscan Health on a Demonstration Project: a Resilient Community Pilot Program that, in my assessment, fits nicely with our vision to inform, enrich and empower our diverse community and aligns with two goals of our current Long Range Plan: collaborate with community partners to contribute to an interesting, thriving, prosperous community and engage our staff and community in lifelong learning. This pilot program will encompass two main items, including: a community professional training regarding ACEs and resilience from a Franciscan Health trainer; **and a trauma-informed featured books collection at the Jasper County Public Library.** The training will be free and open to key community professionals in industries most impactful to kids and families (including, but not limited to: Purdue Extension leaders; homeschool groups; after-school kid clubs; youth and family groups; community service agencies; arts communities; etc.). **The featured books collection will include books that focus on trauma; adversity; social and emotional learning; individual resilience; family resilience; and community**

resilience, and will be coupled with material (e.g., fact sheets; guidebooks) from Franciscan Health. Franciscan has budgeted a minimum of $3,000 to be used for this demonstration project. Please see R 12 for more information.

We spent a bit more money on Plexiglas at the end of 2020. I asked the Jasper Foundation to cover these expenditures with their COVID Relief Fund, and they did!

We hope to continue our work on the landscaping at Rensselaer Library this spring. Last year we focused on the west and south sides of the library. This year I have invited a quote for the east side of the library. Our goal is tidy, low maintenance, and appropriately sized plants and grasses. Right now things look quite rough. The east side is street facing so we want things to look well-tended, but we don't need fancy. I will keep you apprised in regard to this project.

Rayann completed the complicated and time-consuming LAR report, a financial report that must be submitted by the fiscal officer to the State Board of Accounts by the end of February. A law that went into effect July 2, 2009 requires that *not later than 60 days after the expiration of each calendar year, a political subdivision (with a budget of at least $300,000) shall publish an annual report of the receipts and expenditures of the political subdivision during the preceding calendar year.* We plan to publish our annual report in the Rensselaer Republican on February 17, 2021 and in the KV Post on February 18, 2021. The State Board of Accounts defines our fiscal officer as the board treasurer, so our LAR was submitted electronically by Mark using his own username/password issued by the SBA. He also submitted our 100R as required in January.

System Administrator News

Sheila worked on a variety of tasks this month. Envisionware update is complete at all three locations. Nothing is different for staff and patrons. There are changes on the back end. Public Service departments have new laptops with Windows 10 for the Envisionware console. The Windows 10/Office upgrade is going slow. Sheila spent a great deal of time updating and organizing her Evernote notes, to make it easier to her to find relevant information when she needs it. This project will continue into February.

Technical Services News

Becky reports, "I sent Automatically Yours lists to the selectors, and scheduled our Automatically Yours meeting for February 17th. I changed our SRCS profile to show Resource Details and Availability for staff and patrons. This is a new upgrade that we could turn on, and Rachel wanted this information to show in SRCS. I have been working on the Technical Services Procedure Manual, updating old procedures."

DeMotte Library News

Shannon reports, “Our Friends of the Library sponsors our coffee bar, but that hasn’t been “open” due to COVID-19. We didn’t want the k-cups to expire and go to waste, so we’ve come up with a creative solution. Neile created bundles that include a to-go cup with 2 k-cups and a bookmark. There are different bundles for tea, decaf, flavored etc. If patrons donate $1 or more to the Friends of the Library, they get to take a bundle. Previously, patrons paid $1 to receive a k-cup and to-go cup that could be used with our Keurig in the Library.”

Rensselaer Library News

Linda reports, “There is a big hole in the concrete near the handicap area at the front of the library sidewalk. Maintenance man, Dan, had placed a bag of concrete there to block foot traffic; the last snow removal opened and knocked over the bag. The HQ Librarian placed a red caution cone next to the concrete bag (the concrete bag is helping cover the hole to prevent tripping) until the weather will cooperate with repair. The Adult Winter Read, “Get Yeti to READ” started on January 4 and will go until February 26, with weekly & a Grand prize drawing at each library. Rachel continues to offer two Book discussions a month via Zoom.”

Wheatfield Library News

Rachael reports, “I attended a couple of Zoom Counterparts- NWI Youth Roundtable and Indiana Rural Youth Services Roundtable. Nikki and I added a Winter & Valentine Story Time/school age craft kit to the existing theme kits. I made my regular Zoom classroom visits at Wheatfield Elementary. I’ve been weeding the juvenile fiction area, and withdrew some books as we are getting tight on space.”

Please contact me if you are unable to attend the February Board meeting or if you have any questions about material in your packet.-Patty

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JCPL FINANCIAL STATEMENT

January 31, 2021

	Beginning 2021 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$986,255.79	$182,972.15	$182,972.15	$57,955.10	$57,955.10	$861,238.74
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$23,037.10	$626.27	$626.27	$2,658.99	$2,658.99	$25,069.82
DeMotte	$7,596.28	$184.94	$184.94	$2,533.99	$2,533.99	$9,945.33
Rensselaer	$13,051.35	$366.34	$366.34	$100.00	$100.00	$12,785.01
Wheatfield	$2,389.47	$74.99	$74.99	$25.00	$25.00	$2,339.48
Library Improvement Reserve Fund	$232,233.18	$0.00	$0.00	$18.45	$18.45	$232,251.63
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,276,263.01	$0.00	$0.00	$154.17	$154.17	$2,276,417.18
Includes Investments of: $2,107,670.39						
State Technology Fund Grant Fund	$1,101.29	$0.00	$0.00	$17,448.98	$17,448.98	$18,550.27
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$78.67	$55.26	$55.26	$0.49	$0.49	$23.90
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,706.24	$8,706.24	$8,706.24	$8,706.24	$0.00
FICA Tax Collected	$0.00	$8,913.95	$8,913.95	$8,913.95	$8,913.95	$0.00
State Tax Collected	$0.00	$3,993.34	$3,993.34	$3,993.34	$3,993.34	$0.00
County Tax Collected	$0.00	$3,081.53	$3,081.53	$3,081.53	$3,081.53	$0.00
INPRS	$0.00	$4,102.42	$4,102.42	$4,102.42	$4,102.42	$0.00
Deferred Comp Plan	$0.00	$2,890.00	$2,890.00	$2,890.00	$2,890.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,551.25	$3,551.25	$3,908.40	$3,908.40	$357.15
Life Insurance	$0.00	$13.02	$13.02	$405.10	$405.10	$392.08
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,522,381.94	$218,905.43	$218,905.43	$114,237.16	$114,237.16	$3,417,713.67

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Bank Balances

Jasper County Public Library

Report as of: **01/31/21**

	Bank	
1	Alliance Bank	$1,309,773.28
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,107,670.39
	Total all banks =	**$3,417,713.67**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$140.76	Jan-21

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$140.76**

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Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **01/01/21** ***To*** **01/31/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$81,162.00	$0.00	$81,162.00	$6,696.73	$6,696.73	$74,465.27	91.7
1.12 SALARY OF ASSISTANTS	$1,205,452.00	$0.00	$1,205,452.00	$105,446.76	$105,446.76	$1,100,005.24	91.3
1.13 WAGES OF JANITORS	$98,306.00	$0.00	$98,306.00	$7,269.72	$7,269.72	$91,036.28	92.6
1.21 EMPLOYER'S SHARE-FICA	$105,946.00	$0.00	$105,946.00	$8,913.95	$8,913.95	$97,032.05	91.6
1.22 UNEMPLOYMENT COMPENSATION	$2,464.00	$0.00	$2,464.00	$0.00	$0.00	$2,464.00	100.0
1.23 EMPLOYER'S CONTRIB.- PERF	$124,140.00	$0.00	$124,140.00	$11,052.89	$11,052.89	$113,087.11	91.1
1.24 EMPLOYER'S CONTRIB.- INS.	$167,607.00	$0.00	$167,607.00	$11,756.30	$11,756.30	$155,850.70	93.0
Subtotal	*$1,785,077.00*		$1,785,077.00	$151,136.35	$151,136.35	$1,633,940.65	91.5
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$45.52	$45.52	$454.48	90.9
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$0.00	$0.00	$7,000.00	100.0
2.21 CLEANING & SANITATION SUPPLIES	$7,000.00	$0.00	$7,000.00	$214.36	$214.36	$6,785.64	96.9
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$990.96	$990.96	$4,509.04	82.0
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$22.58	$22.58	$727.42	97.0
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$705.00	$705.00	$15,795.00	95.7
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$1,978.42	$1,978.42	$37,771.58	95.0

3. Other Services and Charge

F3a

F3b

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$0.00	$0.00	$5,000.00	100.0
3.14	OTHER PROFESSIONAL SERVICES	$6,400.00	$0.00	$6,400.00	$114.52	$114.52	$6,285.48	98.2
3.145	DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$656.07	$656.07	$18,343.93	96.5
3.146	E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$0.00	$31,500.00	100.0
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$13,000.00	$0.00	$13,000.00	$1,077.78	$1,077.78	$11,922.22	91.7
3.22	POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$729.80	$729.80	$19,270.20	96.4
3.24	PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$0.00	$0.00	$9,000.00	100.0
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$13.38	$13.38	$1,786.62	99.3
3.26	NETWORKING	$85,320.00	$0.00	$85,320.00	$1,169.64	$1,169.64	$84,150.36	98.6
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$0.00	$800.00	100.0
3.33	MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$300.00	$300.00	$200.00	40.0
3.42	OTHER INSURANCE	$27,500.00	$0.00	$27,500.00	$0.00	$0.00	$27,500.00	100.0
3.51	GAS	$25,000.00	$0.00	$25,000.00	$1,400.57	$1,400.57	$23,599.43	94.4
3.52	ELECTRICITY	$110,000.00	$0.00	$110,000.00	$6,263.82	$6,263.82	$103,736.18	94.3
3.53	WATER	$3,500.00	$0.00	$3,500.00	$240.54	$240.54	$3,259.46	93.1
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$586.83	$586.83	$7,413.17	92.7
3.61	BUILDING & STRUCTURES	$117,000.00	$0.00	$117,000.00	$3,564.26	$3,564.26	$113,435.74	97.0
3.62	EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$68.03	$68.03	$231.97	77.3
3.91	DUES	$2,600.00	$0.00	$2,600.00	$1,504.11	$1,504.11	$1,095.89	42.1
3.93	TAXES & ASSESSMENTS	$2,100.00	$0.00	$2,100.00	$0.00	$0.00	$2,100.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.98 MAINTENANCE/SERVICE CONTRACTS	$108,690.00	$0.00	$108,690.00	$9,904.01	$9,904.01	$98,785.99	90.9
Subtotal	*$603,430.00*		$603,430.00	$27,593.36	$27,593.36	$575,836.64	95.4
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$42,000.00	$0.00	$42,000.00	$0.00	$0.00	$42,000.00	100.0
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$821.54	$821.54	$149,178.46	99.5
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$1,018.69	$1,018.69	$15,481.31	93.8
4.53 NONPRINTED MATERIALS	$64,000.00	$0.00	$64,000.00	$423.79	$423.79	$63,576.21	99.3
Subtotal	*$272,500.00*		$272,500.00	$2,264.02	$2,264.02	$270,235.98	99.2
Grand Total	$2,700,757.00	$0.00	$2,700,757.00	$182,972.15	$182,972.15	$2,517,784.85	93.2

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3c

F3d

Appropriation Report for 815 SALES TAX

Jasper County Public Library

Report Date: From **01/01/21** *To* **01/31/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.93 TAXES & ASSESSMENTS	$0.00	$0.00	$0.00	$55.26	$55.26	($55.26)	#Div/0!
Subtotal	*$0.00*		$0.00	$55.26	$55.26	($55.26)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$55.26	$55.26	($55.26)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Printed on ***Wednesday, February 03, 2021***

F4a

Voucher List

Jasper County Public Library

Report Date: From 01/01/21 **To** 01/31/21

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1	PAYROLL	01/08/21	PAYROLL	$58,744.86
0	2	CHRISTINA SANDERS	01/08/21	Courier Mileage 12/16 -12/31/21 (Conf. #997)	$213.90
0	3	GREAT-WEST RETIREMENT	01/08/21	Annuity Withheld 1/8/21 payroll (Conf. #999)	$1,445.00
0	4	INPRS fbo PERF	01/08/21	INPRS Contributions 1/8/21 Payroll	$7,180.16
0	5	IRS USA TAXPAYMENT	01/08/21	Federal Withholding, Medicare, & FICA withheld 1/8/21 Payroll & Ins. (Acknowledgement 44564197)	$12,811.70
0	6	TOWN OF DEMOTTE	01/08/21	DeM: Sewer & Water- December 2020 (conf# 998)	$135.34
0	7	TOWN OF WHEATFIELD	01/08/21	Wh: Sewer Service- January 2021 (Conf# 996)	$77.35
37907	8	AARON'S LAWN CARE	01/11/21	DeM. & Wh: Snow removal 12/16/20	$340.00
37908	9	ACE HARDWARE	01/11/21	Maintenance supplies & repair parts	$38.20
37909	10	ANTHEM BLUE CROSS BLUE	01/11/21	Health insurance premiums- January 2021	$14,463.90
37910	11	ANTHEM LIFE	01/11/21	Life insurance premiums- January 2021	$113.60
37911	12	AVC TECHNOLOGY CORPORA	01/11/21	2021 AVC Accounting & Payroll software service agreement	$1,752.00
37912	13	BLUETARP FINANCIAL, INC	01/11/21	Smoke alarm, 3-way toggle switch	$12.88
37913	14	BUSINESS CARD	01/11/21	Books, Tech Soup refund, Zoom monthly subscription, library supplies	$203.89
37914	15	DELTA DENTAL	01/11/21	Dental insurance premiums- January 2021	$540.26
37915	16	DEMOTTE CHAMBER OF COM	01/11/21	2021 Chamber Membership dues	$100.00
37916	17	FIRST MERCHANTS BANK	01/11/21	Safe Deposit Box rental- 2021	$55.00
37917	18	GOVCONNECTION, INC.	01/11/21	Office 365 licenses	$1,107.15
0	19	INDIANA DEPARTMENT OF HO	01/11/21	DeM: Elevator Operating Permit renewal (paid by e-check)	$129.40
37918	20	INDIANA LIBRARY FEDERATIO	01/11/21	2021 Library Membership dues	$1,404.11
37919	21	INDIANA WASTE SERVICE	01/11/21	DeM. & Wh: Trash pick-up January 2021	$147.00
37920	22	KONE, INC.	01/11/21	DeM: Elevator Maintenance Agreement 1/1-3/31/21	$483.81
37921	23	MICHAEL R. ANDERSON	01/11/21	Rens: Snow removal 12/6/20	$125.00
37922	24	MOTION PICTURE LICENSING	01/11/21	Wh: MPLC Umbrella License 1/3/21-1/3/22	$114.52
37923	25	M W INSURANCE AGENCY	01/11/21	Board Treasurer & Assistant Treasurer Bonds	$300.00
37924	26	NEILE TRAINOR	01/11/21	Mileage 10/7-12/30/20	$37.38
37925	27	NIMBO IP LLC	01/11/21	Monthly Managed Service- December 2020	$815.00
37926	28	NIPSCO	01/11/21	DeM & Wh: Gas & electric service 11/30-12/30/20	$4,872.74
37927	29	NITCO	01/11/21	DeM: Local phone service January 2021	$139.48
37928	30	RENSSELAER REPUBLICAN	01/11/21	Rens: Newspaper subscription Acct# 0043509	$144.99
37929	31	RMC IMAGING, INC	01/11/21	ViewScann III & ViewScan 4 digital reader/printer hardware & software support 12/25/20-12/24/21	$1,498.00
37930	32	ROEING CORPORATION	01/11/21	Tech Maintenace Support 2021- 1st installment; Installation of Cat 6 cabling	$5,675.00
37931	33	SHEILA BROUSSARD	01/11/21	Mileage 12/19/19-2/18/20	$131.32
37932	34	VSP INSURANCE CO. (CT)	01/11/21	Vision insurance premiums- January 2021	$202.81
37933	35	A. E. BOYCE COMPANY, INC.	01/11/21	Service records	$45.52
37934	36	BAKER & TAYLOR	01/11/21	Books, Continuations, AV, Auto. Yours	$847.60
37935	37	BAKER & TAYLOR ENTERTAIN	01/11/21	AV	$134.33
37936	38	CENTURYLINK	01/11/21	Rens: Fax line service- January 2021	$57.31
37937	39	CHICAGO TRIBUNE	01/11/21	DeM & Rens: Newspaper subscriptions Acct# 20468938	$240.00
37938	40	CULLIGAN WATER CONDITIO	01/11/21	Wh: Water Cooler Rental- January 2021, 5-gallon drinking water- 3	$46.53
37939	41	GRAINGER	01/11/21	Maintenance & janitorial supplies	$1,036.82
37940	42	MIDWEST TAPE	01/11/21	AV	$248.08
37941	43	PRECISION CONTROL SYSTE	01/11/21	Rens: HVAC repair & preventative maintenance	$3,403.02
37942	44	SUNRISE PACKAGING	01/11/21	TV series cases, audiobook cases	$705.00

F4b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	Total
37943	45	TRUGREEN PROCESSING CE	01/11/21	Ice melt	$140.00
37944	46	USA TODAY #8872	01/11/21	DeM: Newspaper subscription Acct# UT4179744	$341.48
0	47	INDIANA DEPT OF REVENUE	01/18/21	Sales Tax collected in 2020 less collection allowance. (paid via INTIME confirmation# 0-001-235-990)	$55.26
0	48	PAYROLL	01/25/21	PAYROLL	$60,668.35
0	49	ALLIANCE BANK	01/25/21	Direct Deposit Fees - December 2020	$36.80
0	50	CENTURYLINK	01/25/21	Wh: Fax line January 2021 (Conf #1001)	$65.99
0	51	CHRISTINA SANDERS	01/25/21	Courier Mileage 1/1 -1/15/21 (Conf. #1003)	$347.20
0	52	CITY OF RENSSELAER	01/25/21	Rens: Utilities: 12/08 - 1/07/20 (Conf #1002)	$3,225.83
0	53	GREAT-WEST RETIREMENT	01/25/21	Annuity Withheld 1/25/21 payroll (Conf. #1005)	$1,445.00
0	54	INDIANA DEPARTMENT OF RE	01/25/21	State & County Taxes withheld January 2021 Payrolls	$7,074.87
0	55	INPRS fbo PERF	01/25/21	INPRS Contributions 1/25/21 Payroll	$7,975.15
0	56	IRS USA TAXPAYMENT	01/25/21	Federal Withholding, Medicare, & FICA withheld 1/25/21 Payroll & Ins. (Acknowledgement 35899805)	$13,722.44
0	57	INDIANA NEWSPAPERS INC.	01/25/21	Rens: Journal & Courier newspaper subscription Acct# 010542359 (Conf #1000)	$292.22
0	58	SPRINT	01/25/21	Hotspot Data Service 12/12/20 - 1/11/21 (Conf #1004)	$1,169.64
0	59	ALLIANCE BANK	01/29/21	Positive Pay Fee- January 2021	$15.00
0	60	SQUARE, INC	01/31/21	Merchant Processing Fees- January 2021	$10.24

Total Amount of Claims **$218,905.43**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, February 03, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $218,905.43

Date this 8th **day of** February **,20**21.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
January 31, 2021

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$666.89	$666.89
DeMotte	$325.28	$325.28		
Rensselaer	$244.53	$244.53		
Wheatfield	$97.08	$97.08		
PHOTOCOPIES:			$423.25	$423.25
DeMotte	$217.05	$217.05		
Rensselaer	$128.50	$128.50		
Wheatfield	$77.70	$77.70		
INTEREST (Checking, Repurchase, CDs):			$76.07	$76.07
TAXES:			$56,766.92	$56,766.92
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$56,766.92	$56,766.92		
TAXABLE SALES:-			$6.97	$6.97
REFUNDS:			$15.00	$15.00
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$0.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$15.00	$15.00		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$57,955.10**	**$57,955.10**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$2,658.99	$2,658.99
DeMotte	$2,533.99	$2,533.99		
Rensselaer	$100.00	$100.00		
Wheatfield	$25.00	$25.00		
LIB. IMPROV. RESERVE FUND:			$18.45	$18.45
Interest Earned	$18.45	$18.45		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$154.17	$154.17
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$154.17	$154.17		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$17,448.98	$17,448.98
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$0.49	$0.49
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
SUB-TOTAL (page 1)			**$78,236.18**	**$78,236.18**

F5b

WITHHOLDING ACCOUNT FUNDS:			$36,000.98	$36,000.98
FIT Tax Collected	$8,706.24	$8,706.24		
FICA Collected	$8,913.95	$8,913.95		
State Tax Collected	$3,993.34	$3,993.34		
County Tax Collected	$3,081.53	$3,081.53		
INPRS	$4,102.42	$4,102.42		
Deferred Comp Plan	$2,890.00	$2,890.00		
Pre-tax Insurance Plan	$3,908.40	$3,908.40		
Life Insurance	$405.10	$405.10		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$114,237.16**	**$114,237.16**

F6a

Voucher List

Jasper County Public Library

Report Date: From 02/01/21 To 02/08/21

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37945	69	AARON'S LAWN CARE	02/08/21	DeM. & Wh: Snow removal 1/2-1/26/21	$1,700.00
37946	70	ACE HARDWARE	02/08/21	Stainless clamps	$8.98
37947	71	ANTHEM BLUE CROSS BLUE	02/08/21	Health insurance premiums- February 2021	$14,463.90
37948	72	ANTHEM LIFE	02/08/21	Life insurance premiums- February 2021	$113.60
37949	73	BAKER & TAYLOR	02/08/21	Books, Continuations, AV, Auto. Yours	$6,246.47
37950	74	BAKER & TAYLOR ENTERTAIN	02/08/21	AV	$680.14
37951	75	BARNES & NOBLE, INC	02/08/21	Books	$29.58
37952	76	CARDINAL COPIER SOLUTION	02/08/21	Quarterly maintenance agreement on DeMotte staff copier 10/2/20-1/1/21	$927.51
37953	77	CI INSURANCE	02/08/21	Worker's Compensation Audit of 4/16/19-4/16/20, additional premium due	$319.00
37954	78	COMMONWEALTH TECHNOLO	02/08/21	Quarterly maintenance agreement on Wh staff copier	$318.46
37955	79	DELTA DENTAL	02/08/21	Dental insurance premiums- February 2021	$508.48
37956	80	ENA SERVICES LLC	02/08/21	Internet Service- December 2020	$1,782.00
37957	81	ENVISIONWARE, INC.	02/08/21	Patron computer reservation software support for upgrade	$600.00
37958	82	FERGUSON FACILITIES #3400	02/08/21	Neutral disinfectant, hand soap, glass cleaner, stainless steel cleaner	$284.59
37959	83	HAMSTRA BUILDERS, INC.	02/08/21	Rens: Contactor assessment & replacement	$773.25
37960	84	ICC BUSINESS PRODUCTS	02/08/21	Wypall wipes, chenille pipe cleaners	$45.68
37961	85	INDIANA DEPT. OF ENVIRONM	02/08/21	Wh: Annual public water system fee	$100.00
37962	86	JOHNSON CONTROLS FIRE P	02/08/21	DeM: Replace duct detector on zone 3	$1,193.00
37963	87	KROGER GARDIS & REGAS, L	02/08/21	Legal Assistance- FFCRA & Personnel Matters	$540.00
37964	88	MICHAEL R. ANDERSON	02/08/21	Rens: Snow removal 1/3-1/26/21	$337.50
37965	89	MIDWEST TAPE	02/08/21	Advance deposit on future Hoopla digital purchases	$3,000.00
37966	90	MIDWEST TAPE	02/08/21	AV	$516.31
37967	91	NIMBO IP LLC	02/08/21	Monthly Managed Service- January 2021	$815.00
37968	92	NIPSCO	02/08/21	DeM & Wh: Gas & electric service 12/30/20-1/29/21	$5,118.79
37969	93	NITCO	02/08/21	DeM: Local phone service February 2021	$139.48
37970	94	OVERDRIVE, INC.	02/08/21	Annual Maintenance Fee, Deposit on Account for Future Content Purchases	$3,000.00
37971	95	PRECISION CONTROL SYSTE	02/08/21	DeM: Preventative maintenance	$761.86
37972	96	RENSSELAER REPUBLICAN	02/08/21	Wh: Newspaper subscription Acct# 0038731	$144.99
37973	97	ROEING CORPORATION	02/08/21	APC replacement battery cartridge #48	$110.00
37974	98	STERLING COMPUTERS	02/08/21	Noble security wedge profile locks	$111.78
37975	99	STEVE'S SPECIALIZED SERVI	02/08/21	Laundry	$40.00
37976	100	TECH LOGIC	02/08/21	CircIT Software Renewal- 1yr (3/1/2021-2/28/2022)	$1,332.00
37977	101	TRUGREEN PROCESSING CE	02/08/21	Ice melt	$140.00
37978	102	UNIQUE MANAGEMENT SERVI	02/08/21	Collections: Initial/Secondary Placements- December 2020	$71.60
37979	103	VSP INSURANCE CO. (CT)	02/08/21	Vision insurance premiums- February 2021	$202.81
37980	104	WAL-MART COMMUNITY/SYN	02/08/21	Library & janitorial supplies	$191.66
37981	105	ZOOBEAN INC	02/08/21	Beanstack 1 year license, 1/15/21-1/14/22	$1,058.00
37982	106	ABLE PAPER & JANITORIAL S	02/08/21	Vacuum repair parts	$30.59
37983	107	BUSINESS CARD	02/08/21	Library & maintenance supplies, Zoom monthly subscription fee, background checks	$621.64
37984	108	CENTURYLINK	02/08/21	Rens: Fax line service- February 2021	$57.31
37985	109	COMMONWEALTH TECHNOLO	02/08/21	Quarterly maintenance agreement on Rens. staff copier	$384.10
37986	110	CULLIGAN WATER CONDITIO	02/08/21	Wh: Water Cooler Rental- February 2021	$13.03
37987	111	DEBORAH KRISTOFF	02/08/21	Reimbursement for Aflac deduction withheld on 1/8/21 & 1/25/21 paychecks	$61.88

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37988	112	DEMCO	02/08/21	TV series labels, paper labels, CD cases	$142.42
37989	113	DONNA BARKO	02/08/21	Mileage 12/22/20-2/2/21	$35.44
37990	114	GRAINGER	02/08/21	Janitorial supplies	$372.61
37991	115	INDIANA WASTE SERVICE	02/08/21	DeM. & Wh: Trash pick-up February 2021	$147.00
37992	116	KENT ADHESIVE PRODUCTS	02/08/21	Library supplies	$225.04
37993	117	MAGAZINE SUBSCRIPTION SE	02/08/21	June - August magazine renewals	$2,170.04
37994	118	MOHLER ARCHITECTS, P.C.	02/08/21	DeM: Parking lot project	$2,210.00
37995	119	OFFICE DEPOT	02/08/21	Office, library, janitorial, & maintenance supplies	$679.88
37996	120	QUILL LLC	02/08/21	Office, janitorial, & library supplies	$735.73
				Total Amount of Claims	**$55,613.13**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, February 08, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $55,613.13

Date this 8th day of February ,20 21 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

M
A
R.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 8, 2021, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

- Minutes of February Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Policies for Review (R 10)
- Workshop Request (R 12)

General Business

Oath of Office – Treasurer (R 13)	Action
DeMotte Library Parking Lot Project Plans/Public Bidding (R 13)	Action

Director's Report (R 12-R 15)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **February 8, 2021**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Natalie Waling, Janelle Harper, Kristie Housman, Patricia Stringfellow, Rayann Gilmore, Linda Poortenga, Janice Wilma
Absent: Mark Heinig, Janet Umlauf, Julie Davidson

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the January Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Fax Policy, Board Commitment, Staff Commitment, & Gift Policy reviews, and Debit/Credit Card Processing Policy revisions were approved as presented on a motion by N. Waling and seconded by K. Housman. Motion passed.

Oath of Office – Treasurer: The Oath of Office for the Treasurer will be moved to the March Board Meeting as the Treasurer was not present to take the oath.

Oath of Office – Assistant Treasurer: J. Harper, Assistant Treasurer, took the Oath of Office and signed the bond document.

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian: L. Poortenga, Rensselaer Headquarters Librarian, shared that the Men's Book Discussion continues to meet via Zoom. Participants who have moved or been out of town have been able to join the Zoom meetings. One participant, who is leaving the area, emailed Rachel Kuhn, the book discussion facilitator, with his thanks to all the book discussion participants for keeping the group going for so many years and making him read new books and helping him to expand his own library. Patrons continue to display their collections and are in the library foyer display cases and on the Art Wall to share with the community. Several collaborative programs this year had to be canceled due to COVID-19 such as the IU Bicentennial Bus; week of Crimson and Cream crafts and food; Moonlight in Duneland presentation; and the Eva Kor DVD & VR tour sessions. We hope to reschedule these programs in the future. The Library was still able to host the traveling exhibit Securing the Vote: Women's Suffrage in Indiana from the Indiana Historical Society, July 29 – August 20, 2020. The Jasper County Historical Society had a nice thank you for the Library in their Rensselaer Republican Letter to the Editor concerning the Memories Alive at Weston Cemetery event. It said "without the research assistance of the Jasper County Public Library, the "show" could not go on. Thank you, JCPL, for all you do." Sandy Lanoue, SHIP volunteer, was able to meet with seniors at the library to check that their Medicare plan is still the best one for them. The Rensselaer Women's Giving Circle granted funds for collection materials in 2020, and Walmart granted for programming supplies & prizes. Programs held this year include a Pallet Painting class in early March; virtual escape room for the Summer Reading; and 'Take and Make' kits for patrons. The geocache continues to be active, maybe even more so with the pandemic, as it's a fun outside activity. Building updates included a new weather radio; landscape cleanup and installation of river rock on the staff side and front of the library building with the rest being completed in 2021; and additions of Plexiglas and automatic hand sanitizer dispensers.

J. Wilma, Rensselaer Youth Services Librarian, commented that 2020 was a very interesting year. The first two months went pretty much as planned as we provided story times for various ages, Third Thursday programs, STEAM programs, and teen programs. The Magnificent Monday programs for individuals with developmental disabilities were very well received. The Saint Augustine students were able to use the library as the weather allowed in January and February. Summer Reading was virtual this year featuring the theme "Imagine Your Story". Participants could register in person or online. We were not able to hold in-person programming which patrons missed but we were able to connect with them through Facebook with story time videos and a professional video program done by Science Tellers titles "Dragons: Return of the Ice Sorceress". Patrons in kindergarten through 12th Grade read for a specified amount of minutes and the younger participants were given a Bingo sheet with fun activities to complete. Head Start and CDC really enjoyed our visits in January and February. When we returned to the building after the COVID-19 Shutdown we recorded stories and put them on a zip drive for Head Start to enjoy at their convenience. Crafts were also provided to go with the stories. We continue to bring stories and crafts until in-person programming can resume and strive to find new ways to bring services to our patrons. The young patrons coming in with their parents are enjoying the upgraded fish tank.

COVID-19 Mitigation Plan Revision: We recommend adding a section to the COVID-19 Mitigation Plan addressing COVID-19 vaccinations and revising some of the language in the introduction paragraphs of the Plan. N. Waling moved to approve the revisions to the COVID-19 Mitigation Plan as presented, seconded by K. Housman. Motion passed.

DeMotte Parking Lot Project: P. Stringfellow spoke with our attorney, Ed Dumas, and our architect, Harry Mohler on February 4. Ed and Harry both received a summary of our work so far. After reviewing the summary Ed expressed that we have been moving through the process just fine so far. Now we need estimates. Harry will be sending low ball and high ball estimates for the work to Ed for his consideration. For now we will focus on the basic infrastructure of this project (i.e. asphalt, concrete, drainage, etc) The other elements of the project (i.e. pergolas, landscaping, etc) will be handled separately and in subsequent phases. They are still part of the plan, but we will begin with the basic infrastructure in step with our conservative spending. Ed will assist with the bid process.

Jasper County Public Library Annual Report Review: Our Indiana Public Library Annual Report has been completed and submitted to the State Library. Board members received a copy of the report at the February meeting and time was allowed for review. The report provides a good overview of our financial situation last year as well as products and services. Supplementary questions focused on library services in consideration of COVID – 19.

Director's Report: As per the Indiana COVID – 19 dashboard Jasper County officially moved to orange restrictions last week. The Library has removed some adjustments to Phase 5 that were in place when the county was following red restrictions and is back to operating in full Phase 5 of the Library's Phase Re-opening Plan. Shannon Heldak has been promoted to the position of DeMotte Branch Manager effective February 16, 2021. Shannon has been serving in the role of DeMotte Children's Librarian since November 2017. The DeMotte Children's Librarian position has been posted. We are partnering with the Jasper County Health Department, scheduling and registering patrons for the COVID-19 vaccine. This is an expressed community need and we are happy to meet it and be a part of this significant and historic moment in our nation's health history.

Adjournment: With no further matters for discussion K. Housman moved to adjourn the meeting at 6:39 PM, seconded by N. Waling

Janelle L. Harper

Janelle Harper, Secretary Pro-Tem

Attest: K. Kaluf, President

CIRCULATION BY HOLDINGS CODE
February 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	28	1	1	30
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	22	7	1	30
Blu-Ray (DBR)	110	6	8	124
Books on CD (DBKCD)	37	1	6	44
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	11	3	0	14
Digital Audiobooks (DDA)	8	0	1	9
DVD (DDVD)	935	64	57	1056
Equipment (DEQP)	27	0	0	27
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	324	23	22	369
Fiction Fantasy (DFICF)	5	1	1	7
Fiction Inspirational (DFICI)	67	3	3	73
Fiction Mystery (DFICM)	61	12	4	77
Fiction New (DFICNEW)	337	11	15	363
Fiction Science Fiction (DFICSF)	6	0	0	6
Fiction Western (DFICW)	1	0	0	1
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	20	0	3	23
Hanging Bags (DHANG)	6	1	1	8
Hotspots (DWIFI)	1	22	5	28
ILL (DILL)	22	0	0	22
Internet (DINTER)	263	0	0	263
Juv. Audio book (DJAUDB)	6	0	2	8
Juv. Biography (DJBIO)	27	2	2	31
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	3	0	0	3
Juv. Digital Device (DJDDP)	4	0	0	4
Juvenile Easy (DJE)	655	16	72	743
Juv. Easy Non-fiction (DJENF)	31	3	1	35
Juv. Easy Reader (DJER)	296	2	9	307
Juv. Easy Reader NF (DJERN)	1	0	3	4
Juv. Fiction (DJFIC)	437	6	20	463
Juv. Graphic Novel (DJGN)	87	2	16	105
Juv. Holiday books (DJHOL)	83	0	6	89
Juv. Launchpads (DPTAB)	4	0	0	4
Juv. Magazine (DJMAG)	13	0	0	13
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	219	13	27	259
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	94	2	19	115
Large Print Fiction (DLPF)	104	11	5	120
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	57	4	3	64
Large Print Nonfic (DLPNF)	2	2	2	6
Large Print Western (DLPW)	11	0	0	11
Magazine (DMAG)	265	0	1	266
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	1	0	0	1
Nonfiction 100 (DNF100)	18	0	0	18
Nonfiction 200 (DNF200)	11	1	0	12
Nonfiction 300 (DNF300)	20	8	4	32
Nonfiction 400 (DNF400)	1	1	0	2
Nonfiction 500 (DNF500)	4	0	5	9
Nonfiction 600 (DNF600)	89	13	8	110
Nonfiction 700 (DNF700)	41	1	0	42
Nonfiction 800 (DNF800)	8	0	1	9
Nonfiction 900 (DNF900)	26	0	1	27
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	26	2	3	31
Nonfiction (DNFIC)	3	1	0	4
Nonfiction New (DNFNEW)	89	14	9	112
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	0	0	1
Reference (DREF)	1	1	0	2
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	2	0	0	2
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	65	0	65
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	6	1	0	7
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	0	1	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	58	8	12	78
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	5	0	3	8
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	2	0	0	2

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	22	0	26
Blu-Ray (RBR)	16	224	17	257
Books on CD (RBKCD)	3	47	3	53
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	2	36	2	40
Digital Audiobooks (RDA)	2	3	2	7
DVD (RDVD)	149	1354	84	1587
Equipment (REQP)	0	7	0	7
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	37	402	10	449
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	20	215	15	250
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	4	28	4	36
Hanging Bag (RHANG)	0	14	0	14
Hotspots (RWIFI)	0	18	3	21
ILL (RILL)	0	22	0	22
Internet (RINTER)	0	186	0	186
Juv. Audio book (RJAUDB)	0	9	0	9
Juv. Biography (RJBIO)	9	8	1	18
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	6	0	6
Juv. Digital Device (RJDDP)	0	0	0	0
Juvenile Easy (RJE)	71	313	80	464
Juv. Easy Non-fiction (RJENF)	7	74	1	82
Juv. Easy Reader (RJER)	15	86	17	118
Juv. Easy Reader NF (RJERN)	1	33	2	36
Juv. Fiction (RJFIC)	29	229	21	279
Juv. Graphic Novel (RJGN)	12	60	41	113
Juv. Launchpads (RPTAB)	0	0	0	0
Juv. Magazine (RJMAG)	0	8	0	8
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	24	66	31	121
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	2	79	10	91
Large Print Fiction (RLPF)	3	96	4	103
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	2	127	3	132
Large Print Nonfic (RLPNF)	0	5	0	5
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	106	4	110
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	4	5	9
Non-Fiction 100 (RNF100)	2	12	6	20

Non-Fiction 200 (RNF200)	2	8	0	10
Non-Fiction 300 (RNF300)	2	26	2	30
Non-Fiction 400 (RNF400)	0	0	0	0
Non-Fiction 500 (RNF500)	4	11	3	18
Non-Fiction 600 (RNF600)	27	78	21	126
Non-Fiction 700 (RNF700)	4	33	5	42
Non-Fiction 800 (RNF800)	1	1	1	3
Non-Fiction 900 (RNF900)	0	24	1	25
Nonfiction Blu-Ray (RNFBR)	0	3	0	3
Nonfiction DVD (RNFDVD)	14	77	0	91
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	11	94	9	114
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	5	0	5
Professional Coll. (RPRO)	0	5	0	5
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	1	1	0	2
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	58	3	3	64
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	1	27	28
STEAM Kits (RSTEAM)	3	9	0	12
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	0	0	0
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	3	47	3	53
YA Music CD (RYACD)	0	5	0	5
YA Nonfiction (RYANF)	1	6	3	10
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	1	16	18
Blu-Ray (WBR)	5	2	97	104
Books on CD (WBKCD)	11	6	59	76
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	1	2	33	36
Digital Audiobooks (WDA)	1	0	9	10
DVD (WDVD)	73	47	791	911
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	18	24	157	199
Fiction Fantasy (WFICF)	2	2	4	8
Fiction Inspirational (WFICI)	12	0	60	72
Fiction Mystery (WFICM)	2	4	45	51

Fiction New (WFICNEW)	34	13	121	168
Fiction Science Fiction (WFICSF)	0	1	1	2
Fiction Western (WFICW)	0	0	5	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	3	3	7	13
Hanging Bags (WHANG)	0	0	9	9
Hotspots (WWIFI)	0	18	10	28
ILL (WILL)	3	0	9	12
Internet (WINTER)	0	0	104	104
Juv. Audio book (WJAUDB)	0	0	24	24
Juv. Biography (WJBIO)	4	2	6	12
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	9	9
Juv. Digital Device (WJDDP)	0	0	0	0
Juvenile Easy (WJE)	48	7	359	414
Juv. Easy Non-fiction (WJENF)	1	4	42	47
Juv. Easy Reader (WJER)	14	2	130	146
Juv. Easy Reader NF (WJERN)	0	0	4	4
Juv. Fiction (WJFIC)	59	19	228	306
Juv. Graphic Novel (WJGN)	15	2	55	72
Juv. Launchpads (WPTAB)	1	0	5	6
Juv. Magazine (WJMAG)	0	0	18	18
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	21	8	151	180
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	8	2	168	178
Large Print Fiction (WLPF)	4	14	73	91
Large Print Inspirational (WLPI)	0	2	6	8
Large Print Mystery (WLPM)	3	1	4	8
Large Print New (WLPN)	4	7	77	88
Large Print Nonfic (WLPNF)	2	2	13	17
Large Print Western (WLPW)	0	0	1	1
Magazine (WMAG)	2	0	112	114
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	1	0	6	7
Non-Fiction 200 (WNF200)	2	1	6	9
Non-Fiction 300 (WNF300)	1	2	27	30
Non-Fiction 400 (WNF400)	0	0	3	3
Non-Fiction 500 (WNF500)	1	0	4	5
Non-Fiction 600 (WNF600)	5	12	62	79
Non-Fiction 700 (WNF700)	1	1	20	22
Non-Fiction 800 (WNF800)	0	0	1	1
Non-Fiction 900 (WNF900)	3	2	14	19
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	7	6	26	39
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	12	6	29	47
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	1	1
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	1	0	0	1
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	4	4
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	1	0	1
YA Books on CD (WYABKCD)	0	1	0	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	19	14	95	128
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	2	3
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	6057	4914	4132	15103

CIRCULATION BY HOLDINGS CODE
February 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	28	1	1	30
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	27	30	17	74
Blu-Ray (BR)	133	235	122	490
Books on CD (BKCD)	51	54	68	173
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	14	41	35	90
Digital Audiobooks (DA)	11	3	12	26
DVD (DVD)	1157	1465	932	3554
Equipment (EQP)	27	7	0	34
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	379	449	189	1017
Fiction Fantasy (FICF)	7	3	5	15
Fiction Inspirational (FICI)	79	3	63	145
Fiction Mystery (FICM)	63	16	49	128
Fiction New (FICNEW)	391	239	151	781
Fiction Science Fiction (FICSF)	6	1	1	8
Fiction Western (FICW)	1	0	5	6

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	27	31	14	72
Hanging Bags (HANG)	6	15	10	31
Hotspots (WIFI)	1	58	18	77
ILL (ILL)	25	22	9	56
Internet (INTR)	263	186	104	553
Juv. Audio book (JAUDB)	6	9	26	41
Juv. Biography (JBIO)	40	12	9	61
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	3	6	9	18
Juv. Digital Device (JDDP)	4	0	0	4
Juvenile Easy (JE)	774	336	511	1621
Juv. Easy Non-Fiction (JENF)	39	**81**	44	164
Juv. Easy Reader (JER)	325	90	156	571
Juv. Easy Reader NF (JERN)	2	33	9	44
Juv. Fiction (JFIC)	525	254	269	1048
Juv. Graphic Novel (JGN)	114	64	97	275
Juv. Holiday (JHOL)	83	0	6	89
Juv. Launchpads (PTAB)	5	0	5	10
Juv. Magazine (JMAG)	13	8	18	39
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	264	87	209	560
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	104	83	197	384
Large Print Fiction (LPF)	111	121	82	314
Large Print Inspirational (LPI)	0	2	6	8
Large Print Mystery (LPM)	3	1	4	8
Large Print New (LPN)	63	138	83	284
Large Print Nonfic (LPNF)	4	9	15	28
Large Print Western (LPW)	11	0	1	12
Magazine (MAG)	267	106	117	490
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	1	4	7	12
Non-Fiction 100 (NF100)	21	12	12	45
Non-Fiction 200 (NF200)	15	10	6	31
Non-Fiction 300 (NF300)	23	36	33	92
Non-Fiction 400 (NF400)	1	1	3	5
Non-Fiction 500 (NF500)	9	11	12	32
Non-Fiction 600 (NF600)	121	103	91	315
Non-Fiction 700 (NF700)	46	35	25	106
Non-Fiction 800 (NF800)	9	1	3	13
Non-Fiction 900 (NF900)	29	26	16	71
Non-Fiction Blu-Ray (NFBR)	2	3	0	5
Non-Fiction DVD (NFDVD)	47	85	29	161
Nonfiction (NFIC)	3	1	0	4
Nonfiction New (NFNEW)	112	114	47	273
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	0	0	2
Professional Coll. (PROF)	0	5	0	5

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	1	5	1	7
Reference (REF)	40	6	29	75
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	4	1	0	5
Software (SWAR)	1	0	0	1
SRCS (SRCS) DeMotte	58	3	3	64
SRCS (From other libraries III-SRC	0	65	0	65
SRCS (SRCSW) Wheatfield	0	1	27	28
STEAM Kits (STEAM)	9	10	4	23
Vertical File (VF)	0	1	0	1
VHS	0	0	0	0
YA Audio book (YAUDB)	0	1	0	1
YA Biography (YAB)	0	2	0	2
YA Books on CD (YABKCD)	0	1	0	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	80	69	110	259
YA Music CD (YACD)	0	5	0	5
YA Nonfiction (YANF)	6	7	8	21
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	2	0	1	3
				0
Free reads	73	51	180	304
Games/Puzzles	31	0	2	33
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6202	4974	4327	15503

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1189	1024	820	3033
Nonfiction	492	427	325	1244
CHILDREN'S BOOKS				
Fiction	1872	861	1240	3973
Nonfiction	426	180	268	874
YA BOOKS				
Fiction	107	100	124	331
Nonfiction	6	9	8	23
Preloaded Dig Dev, Child	5	0	5	10
Magazines, Adult	267	106	117	490
Magazines, Children	13	8	18	39
Sound Recordings, adult	76	100	115	291
Sound Recordings, ch	15	35	45	95
Online databases	0	0	0	0
Software	1	0	0	1
SRCS	58	69	30	157
STEAM Kits	9	10	4	23

Vertical file	0	1	0	1
VHS/DVD/Blu-Ray	1340	1793	1084	4217
Equipment	28	65	18	111
Total	5904	4788	4221	14913
A-V Circulation	1432	1928	1244	4604
A-V Circulation as % of total	24.3%	40.3%	29.5%	30.9%

CIRCULATION STATISTICS
February 2021

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Total Circ.
ADULT BOOKS										
Fiction	42	0	**1,189**	52	33	**1,024**	57	0	**820**	**3,033**
Nonfiction	19	98	**492**	34	20	**427**	13	0	**325**	**1,244**
CHILDREN'S BKS										
Fiction	44	0	**1,872**	55	2	**861**	42	1	**1,240**	**3,973**
Nonfiction	9	33	**426**	9	0	**180**	4	0	**268**	**874**
YA BOOKS										
Fiction	18	0	**107**	10	0	**100**	12	101	**124**	**331**
Nonfiction	2	0	**6**	1	0	**9**	0	0	**8**	**23**
Preloaded Dig Dev	0	0	**5**	0	0	**0**	0	0	**5**	**10**
Magazines,Adult	0	0	**267**	0	0	**106**	0	0	**117**	**490**
Magazines, Child	0	0	**13**	0	0	**8**	0	0	**18**	**39**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	8	39	**76**	8	0	**100**	21	0	**115**	**291**
Sound Rec/Child	0	0	**15**	4	0	**35**	0	0	**45**	**95**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**0**	0	0	**0**	**1**
SRCS	0	0	**58**	0	0	**69**	0	0	**30**	**157**
STEAM Kits	0	0	**9**	0	0	**10**	0	0	**4**	**23**
Vertical Files	0	0	**0**	0	0	**1**	0	0	**0**	**1**
DVD/BluRay	43	0	**1,340**	28	332	**1,793**	22	28	**1,084**	**4,217**
Equipment	0	0	**28**	0		**65**	0	0	**18**	**111**
TOTAL	185	170	**5,904**	201	387	**4,788**	171	130	**4,221**	**14,913**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,227	76,272	60,600
Circulation Increase/Decrease	**-27.6%**	**-31.9%**	**-22.0%**

MONTHLY SYSTEM STATISTICS	2020	2021	% change
Current month's Circulation	20,594	14,913	-27.6%
Jan. to date circulation	41,867	31,183	-25.5%

R 3

DEMOTTE COLLECTION		**RENSSELAER COLLECTION**		**WHEATFIELD COLLECTION**		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
24,266	24,308	16,096	16,115	16,645	16,702	**Fiction**
20,115	20,036	19,207	19,221	8,237	8,250	**Nonfiction**
						CHILDREN'S BKS
15,563	15,607	14,116	14,169	13,158	13,199	**Fiction**
9,357	9,333	6,260	6,269	6,581	6,585	**Nonfiction**
						YA BOOKS
2,267	2,285	3,280	3,290	3,531	3,442	**Fiction**
637	639	365	366	100	100	**Nonfiction**
3	3	0	0	5	5	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,825	3,794	709	717	4,675	4,696	**Sound Rec/Adult**
644	644	4,142	4,146	813	813	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-46	-46	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,266	7,309	11,536	11,232	6,715	6,709	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
84,212	84,227	76,458	76,272	60,559	60,600	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

February 2021

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	313	68	449	97	322	70	1084	235
LOCAL HISTORY								
In person	4	1	7	2	0	0	11	3
Letters written	0	0	16	16	0	0	16	16
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	263	11	186	8	104	4	553	23
Internet use-Wireless	364		448		280		1092	
VCR Use	0	0	0	0	0	0	0	0
Microforms	8	1	35	5	0	0	43	6
Public FAX24	34		22		28		84	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	3	1	0	0	3	1
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	6		13		0		19	
Outreach activities	15	15	3	2	0	0	18	12
Meeting Room Use (no. of group	6	2	8	3	9	3	23	8
Study room use	9	1	11	1	8	1	28	2
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	46	0	53	1	49	0	148	1
Pull Requests	0	0	0	0	4	4	4	24
E-books downloaded							2527	
IN-HOUSE USE ITEMS	78		79		62		219	
SELF-CHECKOUT USE	4		128		37		169	
INTERLIBRARY LOANS								
Requests made for:							80	20
Items rec'd for:							75	38
Items requested by other librarie							0	
Items supplied to other libraries							0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7348	11088	4570	23006
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	269	464	124	857
Number of New Patrons Added	23	16	12	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	0	0	0	0	1	6	1	6
Number attending	0		0		45		45	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	

Adult Programs	0	0	0	0	0	0	0	0
Number attending	0		7		3		10	
Senior Citizen Programs	0	0	2	12	2	12	4	24
Number attending	0		14		9		23	
Total Number of Programs	**0**	0	**2**	12	**3**	18	**5**	30
Total Persons Attending	**0**		**21**		**57**		**78**	
Total Attending Same Month Last Yr.	406		194		377		977	
Total Staff Hours Spent		99		147		100	346	419
Total Number of In-House Program	**0**		**2**		**2**		**4**	
Total Attendance	**0**		**21**		**12**		**33**	
Total Number of Outreach Progran	**0**		**0**		**1**		**1**	
Total Attendance	**0**		**0**		**45**		**45**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4406	74.7%	3447	72.1%	3201	76.0%	11054	74.3%
Corporate	0	0.0%	3	0.1%	0	0.0%	3	0.0%
Juvenile 0-11	13	0.2%	26	0.5%	33	0.8%	72	0.5%
Juvenile-AV	420	7.1%	256	5.4%	338	8.0%	1014	6.8%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	80	1.4%	178	3.7%	78	1.9%	336	2.3%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	8	0.1%	5	0.1%	0	0.0%	13	0.1%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	3	0.1%	0	0.0%	3	0.0%
School AV	0	0.0%	5	0.1%	0	0.0%	5	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	117	2.4%	0	0.0%	117	0.8%
Staff	678	11.5%	625	13.1%	450	10.7%	1753	11.8%
Walking books	25	0.4%	19	0.4%	43	1.0%	87	0.6%
YA 12-17	4	0.1%	6	0.1%	4	0.1%	14	2.8%
YA-AV	264	4.5%	89	1.9%	63	1.5%	416	2.8%
Total	5898		4779		4210		14887	
All items borrowed by nonresidents	88	1.5%	191	4.0%	78	1.9%	357	2.4%

Salary Ordinance 2021
Updated 3/8/21

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Natalie Peterson	Page	$7.25	2/11/21	10	R

We have hired Natalie Peterson as Rensselaer Page, replacing Linda Comingore who was promoted to Rensselaer Clerk.

We have examined and approved the changes to the 2021 Jasper County Public Library Salary Ordinance. Dated 3/8/21.

Julie Davidson

Janet Umlauf

Natalie A. Walling

R 10

Criminal History Policy

Criminal history background checks are required for all prospective library employees 18 years of age or older prior to performing any work on behalf of the library.

Criminal history background checks are also required for all prospective library volunteers 18 years of age or older who will be alone with minors and/or unsupervised when volunteering at the library and must be completed prior to volunteering.

Adopted November 9, 2020; revised March 2021

Director's Report
February 2021

Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

2021 Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the 2021 Salary Ordinance Update as presented.**

Policies for Review: In March three policies are up for review: Microfilm Reader/Printer Policy, FMLA/Military Leave Policy, and the LCD (Digital) Projector Policy. No revisions are recommended to the Microfilm Reader/Printer Policy or the LCD (Digital) Projector Policy. The FMLA/Military Leave Policy is being reviewed by our employment law attorney. I will bring any proposed revisions to you next month. I am bringing the newly adopted Criminal History Policy back to you for a revision. Please see R 10. This is a new policy, and when we drafted it in November, we should have included volunteers. I neglected to add volunteers, so this revision will correct that. The only instance when we would do a background check for a library volunteer would be if they were to be alone with minors or unsupervised when volunteering. Currently we do not allow volunteers to be alone with minors, but if we ever did allow it, a background check would be completed prior. A member of the Policy Review Committee suggested we give thought to volunteers who might be volunteering with no staff necessarily observing their every move and later an allegation is brought against the volunteer. It is a great question. I included language to mitigate that type of scenario. We need to consider the library and our volunteers. We need/want library volunteers. People want to volunteer for the library. It would be costly to background check all library volunteers over the age of 18. Library volunteers would likely not wish to pay a fee for a background check in order to volunteer at the library which could reduce our volunteer numbers. We are required to address volunteers in this policy. Our best option is to mitigate and strive to be as safe as we can be - not allow volunteers to be alone with minors and train staff to diligently observe/supervise our library volunteers. We will background check volunteers when their volunteer tasks would have them alone with minors or unsupervised. Our plans would be to avoid this arrangement. This required legislation does not define 'volunteer' so for JCPL I will apply the term 'volunteer' to individuals who go through our volunteer application/training process. **If you approve the Consent Agenda items, you will approve revisions to the Criminal History Policy as presented.**

Workshop Request: I am requesting permission for three staff members to register for virtual Digipalooza 2021 - a virtual conference provided by our eBook vendor, Overdrive. Staff will learn from experts how data-driven decisions are helping shape the next chapter of digital content for readers everywhere., and they will hear from panels of their peers. Money has been budgeted for registration fees. **If you approve the**

Consent Agenda items, you will approve registering three staff for Digipalooza 2021.

General Business

Oath of Office – Treasurer: Mark Heinig will take his oath as Treasurer.

DeMotte Library Parking Lot Project Plans/Public Bidding: Architect, Harry Mohler, will attend our March meeting to present the parking lot plans. **A board vote is required to approve the plans and submit them for public bid.**

Director's Report:

We applied for a (Round 2) CARES Act mini-grant through the Indiana State Library and our application was approved, making us eligible for reimbursement of up to $2,000 for COVID – 19 related purchases between May 6, 2020 and April 1, 2021. We have had some additional expenditures this year and are happy to have those reimbursed. We did receive funds last year from Round 1.

I have accepted a quote for landscape spruce-up at Rensselaer Library. Last year we focused on the west and south sides of the library. This year we will focus on the north and east sides of the library. Our goal is tidy, low maintenance, and appropriately sized plants and grasses. The east side is street facing so we want things to look well-tended. Total cost for this project is $4,345.

Regarding our Phased Approach to Re-Opening, we are currently in Phase 5, but very soon it is going to be time to move to Phase 6. In mid-March I plan to review our current status with essential staff and consider what adjustments we can now make in consideration of positivity rates in our community and federal, local, and state guidance. Restoration of regular public hours, rules for meeting room use, and quarantine time are high on my list of things to review. At the writing of this report Jasper County is under yellow advisory, a great improvement from where we were at the beginning of the year. On February 25 Governor Holcomb extended Indiana's Public Health Emergency through March 31, 2021.

This year we will be offering a National Library Week (Sun Apr 4 – Sat Apr 10) challenge: a system wide points challenge, open to all ages, with the branches all competing against one another to gain the most points in a week. Each book logged is a point. Each review written is a point. The prize is bragging rights and a special sign for the library "winner of the 2021 National Library Week most active readers challenge". We will hold a drawing for patrons, per branch, from all books logged during the week - one for adults, teens, and kids.

We have ordered 'We Love Our Library' signs to pass out to patrons and friends. ILF is promoting this campaign around the state for April. We did it last year, and it created a positive buzz in our community. Last year we ran out of signs and people were still calling and/or stopping by to get a sign. I think it will be good to do it again. We will use gift funds to cover the cost.

This year's Summer Reading theme is Tales & Tails for both children and adults. We are planning for a six-week program this year. At this time, we will assume no in-person (in-library) programs. Programs will be planned for outside. Partnering with a Parks Department or other community groups is encouraged if staff would like to do that. Beanstack will be up and running, too. We acquired Beanstack for summer reading and so much more. Beanstack will provide a fun way for patrons to interact with us and engage in online activities. It is a good interface for virtual programs and community engagement and allows for virtual badging and has a reward system. It will be our Virtual Program Management Tool (summer reading, 1000 Books Before Kindergarten, etc.) and will likely be used to promote our services and serve as a community partnership tool.

We received a thank you letter from the U. S. Census Bureau: "Thank you for your valuable partnership during this Decennial Census. With your support, the Region exceeded the National Self-Response Rate of 67% and had the highest self-response rate among all Regions, of 69.8%.

This year we note Long Range Plan accomplishments as they relate to measurable outcomes; evidence will vary quarter to quarter. You will receive a report at our March 8 meeting.

On February 10 I viewed an On Local Government webinar, a 2021 Indiana Legislative Session Update. In this On Local Government presentation, Larry DeBoer and Tamara Ogle from Purdue University discussed the December state revenue forecast, the state budget, proposed legislation, and the effect of all these on local governments.

System Administrator News

Sheila reports, "We are having PhoneTree issues. It stopped working. We have two issues: there is no message if you pick up the call and say "hello"… it's dead air, and if you don't pick up the call, PhoneTree will continue to call you forever. After some research, we found out that PhoneTree is no longer supported, but there is an option called PTOnline that we tried. Kim tested and researched and found it to be a no go. Simultaneously, Becky researched adding texting to our TLC options. We are determining how to proceed with TLC texting options."

Technical Services News

Becky reports, "We had the Automatically Yours meeting on February 17th. Subsequently, Peggy and I have changed the lists with Baker & Taylor and made the same changes to our lists here. I called TLC to inquire about using text messaging to replace PhoneTree which is no longer supported. There is no cost for using text messaging, and it is a simple change that TLC can do for us. We will then have to choose carriers for each patron."

DeMotte Library News

Shannon reports, “A patron kindly donated about ten Indiana tax books (which we no longer receive from the state). They were quarantined, then put out and were gone in about three days. Karla and Shannon started prep work for summer reading by discussing programs and watching the Tails and Tale webinar from the State Library. Karla has created two new Story Time kits. “What an Imagination” is packaged with a shark fin so that kids can use it and pretend to be a shark. “When I Grow Up” is packaged with a night sky colored paper plate to resemble a mobile. Karla and the pages have been creating new craft kits for March and St. Patrick’s Day.

Rensselaer Library News

Janice reports, “We continue to send recorded stories and crafts to Head Start.
We continue to produce story time kits and the parents seem to really enjoy them.
We have been making thematic crafts for the kids to take with them and do at home.
I have been delving into the world of Mine Craft to get ready for our virtual program in April. I am going to need a lot of practice. We are beginning to plan for Summer Reading and are excited about the theme Tales and Tails. The children’s librarians got together and decided on a schedule. We are looking forward to using Bean Stack for Summer Reading and other programs. We are working on programs that can be done outside and hope for good weather. As before I will apply for the REMC grant to help with prizes.”

Wheatfield Library News

Evie reports, “Carolynn and I have been working to come up with some creative ‘programming.’ She has created bookmarks for patrons to take and color/put together at home. We also have monthly interactive displays planned for March, April, and May – March is Cubs v. Sox for the beginning of spring training, April is a large mandala coloring page that we are cutting apart into puzzle pieces to send home for patrons to color and return (“We are not complete without you) in conjunction with National Library Week, and May will be two sets of butterfly wings (one big and one small) for mom and kid made out of book covers to celebrate Mother’s Day. We are also planning a St. Patrick’s Day activity where kids can find the leprechaun’s gold coins and return them to him – the coins will be laminated so that we can easily disinfect after each child/family touches them.”

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet. -Patty

JCPL Long Range Plan Report
March 2021

We note Long Range Plan accomplishments as they relate to measurable outcomes; evidence will vary quarter to quarter, and we will remember it is a five-year plan. This report focuses on the following months: December 2020, January 2021, February 2021.

Goal 1 – JCPL is a welcoming community hub.

Measurable Outcomes:

Increased usage of the library and its services – meeting room and study room usage has increased

Evidence of continued safety training for staff and evaluation of current safety measures – added more Plexiglas around circulation desk, distributed revised COVID-19 Mitigation plan to staff, continue to clean and disinfectant high touch surfaces and computers/copier/fax after patron use; Wheatfield staff reviewed building emergency procedures at a staff meeting; updated Rensselaer staff procedures for partial power outage and Boiler monitoring and trained staff

Evidence of improvements to our facilities inside and out – upgraded the Rensselaer fish tank to 20 gallons in the children's department; sought a quote for landscape spruce-up at Rensselaer Library; continued work on DeMotte parking lot plans

Goal 2 – JCPL will collaborate with community partners to contribute to an interesting, thriving, prosperous community.

Evidence of continued communication with community organizations, businesses, and government units – DeMotte partnered with ABATE to record Santa story times that were posted on our Facebook and YouTube during week of Christmas; provided the Rensselaer Chamber of Commerce with another 25 Community Guides for their welcome bags

Evidence of continued communication with community school students and faculty – Zoom sessions continue with Wheatfield Elementary classes and after school program and our Wheatfield Children's Specialist served as a judge for the school art fair; provided a link to the Occupational Outlook Handbook on our Student Portal

Evidence of new and continued collaboration – partnered with Jasper County Health Department to register and schedule area residents for the COVID – 19 vaccine; working with Jasper County Historical Society on research requests and the upcoming annual Cemetery Walk.

Evidence of continue collaboration with other area libraries – participated in NICCL ZOOM meeting; continued participation in counterparts meetings and NWI Directors' meetings

Reviewed and revised policies and practices that are more community focused – Rensselaer computer room repurposed to a regular study space utilized by homeschool parents and children

Evidence of increased donations and support for the library – Friends of the Library groups donated funds to each library in support of programs and projects; CARES ACT Round 2 Application approved to help with COVID – 19 related expenses; more COVID Relief Funds received from Jasper Newton Foundation

Goal 3 – JCPL will evaluate services and collections, and how they are marketed to the public.

Maintained or increased number of patron requests acted upon – purchased all items requested by patrons

Evidence of increased community awareness of what the library is doing and why – received a Facebook message from a patron who utilizes placing holds at home and having her husband pick them up so she doesn't have to leave the house. Here is a part of her message: You all bring happiness and enjoyment to a lot of people who are "stuck" at home; updated holiday closings on Google and Yelp for our library; created article promoting the library's digitization efforts for library newsletter

Evidence of new and expanded services - book discussions were offered via Zoom and Free Conference Call; firewall changes have been made to accommodate upcoming new program, Minecraft Mania; established a new game exchange at all library locations; purchased and implemented a virtual platform, Beanstack, for Summer Reading, 1000 Books Before Kindergarten, and other reading challenges; added two new resources to databases – Occupational Outlook Handbook and Indiana Building Codes; added button to the history page on our website, marketing local history videos

Logo utilized on marketing and published materials – utilized on Beanstack and Summer Reading Program materials

Goal 4 – JCPL engages its staff and community in lifelong learning.

Increased number of opportunities for staff to visit other libraries for educational opportunities – Zoom counterparts has allowed us to interact with libraries around the state that we normally aren't able to. It's been great to speak with libraries in other areas of Indiana to see what they are doing.

Evidence of continued digitization, making accessible interesting and/or historically significant items – working with Indiana Archives to get the KV Post 2019 and 2020 newspaper on microfilm; we are using existing YouTube framework to bring community videos to the public, digitizing the entire collection of Saint Joseph's College Teaching Fellows Community Lectures.

Evidence of staff training on tech competencies and community engagement – established a Niche Academy instructor account for Wheatfield Branch Manager so that she could create tutorials for staff; resumed work on JCPL Digital Literacies initiative by scheduling a March 15 meeting with the JCPL workgroup and our MCLS consultant; we have acquired Beanstack and are actively training staff; staff attended SRCS training webinars

Increased awareness, promotion, and use of digital resources – we are seeing an uptick in use of local history video content, for example each of the videos in the arts series and the library dedication video have 4-11 views each in less than one month.

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JCPL FINANCIAL STATEMENT
February 28, 2021

	Beginning 2021 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$986,255.79	**$177,411.96**	$360,384.11	**$58,649.74**	$116,604.84	**$742,476.52**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$23,037.10	$1,042.66	$1,668.93	$400.00	$3,058.99	**$24,427.16**
DeMotte	$7,596.28	**$0.00**	$184.94	**$0.00**	$2,533.99	**$9,945.33**
Rensselaer	$13,051.35	**$1,042.66**	$1,409.00	**$400.00**	$500.00	**$12,142.35**
Wheatfield	$2,389.47	**$0.00**	$74.99	**$0.00**	$25.00	**$2,339.48**
Library Improvement Reserve Fund	$232,233.18	**$0.00**	$0.00	**$17.82**	$36.27	**$232,269.45**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,276,263.01	**$2,210.00**	$2,210.00	**$123.75**	$277.92	**$2,274,330.93**
Includes Investments of: **$2,107,781.20**						
State Technology Fund Grant Fund	$1,101.29	**$1,782.00**	$1,782.00	**$0.00**	$17,448.98	**$16,768.27**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$78.67	**$0.00**	$55.26	**$0.23**	$0.72	**$24.13**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
COVID: CARES ACT mini-grant	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,372.10**	$16,078.34	**$7,372.10**	$16,078.34	**$0.00**
FICA Tax Collected	$0.00	**$8,047.37**	$16,961.32	**$8,047.37**	$16,961.32	**$0.00**
State Tax Collected	$0.00	**$3,630.57**	$7,623.91	**$3,630.57**	$7,623.91	**$0.00**
County Tax Collected	$0.00	**$2,768.28**	$5,849.81	**$2,768.28**	$5,849.81	**$0.00**
INPRS	$0.00	**$2,963.35**	$7,065.77	**$2,963.35**	$7,065.77	**$0.00**
Deferred Comp Plan	$0.00	**$2,940.00**	$5,830.00	**$2,940.00**	$5,830.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,998.30**	$7,549.55	**$4,413.56**	$8,321.96	**$772.41**
Life Insurance	$0.00	**$399.34**	$412.36	**$337.86**	$742.96	**$330.60**
Garnishments	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,522,381.94**	**$214,565.93**	**$433,471.36**	**$91,664.63**	**$205,901.79**	**$3,294,812.37**

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Bank Balances

Jasper County Public Library

Report as of: **02/28/21**

	Bank	
1	Alliance Bank	$1,186,761.17
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,107,781.20
	Total all banks =	**$3,294,812.37**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$140.76	Jan-21
								$110.81	Feb-21

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$251.57**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **02/01/21** ***To*** **02/28/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$81,162.00	$0.00	$81,162.00	$6,763.46	$13,460.19	$67,701.81	83.4
1.12 SALARY OF ASSISTANTS	$1,205,452.00	$0.00	$1,205,452.00	$94,158.55	$199,605.31	$1,005,846.69	83.4
1.13 WAGES OF JANITORS	$98,306.00	$0.00	$98,306.00	$7,330.28	$14,600.00	$83,706.00	85.1
1.21 EMPLOYER'S SHARE-FICA	$105,946.00	$0.00	$105,946.00	$8,047.37	$16,961.32	$88,984.68	84.0
1.22 UNEMPLOYMENT COMPENSATION	$2,464.00	$0.00	$2,464.00	$0.00	$0.00	$2,464.00	100.0
1.23 EMPLOYER'S CONTRIB.- PERF	$124,140.00	$0.00	$124,140.00	$9,770.36	$20,823.25	$103,316.75	83.2
1.24 EMPLOYER'S CONTRIB.- INS.	$167,607.00	$0.00	$167,607.00	$11,873.98	$23,630.28	$143,976.72	85.9
Subtotal	*$1,785,077.00*		$1,785,077.00	$137,944.00	$289,080.35	$1,495,996.65	83.8
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$45.52	$454.48	90.9
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$436.76	$436.76	$6,563.24	93.8
2.21 CLEANING & SANITATION SUPPLIES	$7,000.00	$0.00	$7,000.00	$1,376.10	$1,590.46	$5,409.54	77.3
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$180.33	$1,171.29	$4,328.71	78.7
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$30.59	$53.17	$696.83	92.9
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$669.66	$1,374.66	$15,125.34	91.7
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$2,693.44	$4,671.86	$35,078.14	88.2
3. Other Services and Charge							

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$540.00	$540.00	$4,460.00	89.2
3.14 OTHER PROFESSIONAL SERVICES	$6,400.00	$0.00	$6,400.00	$72.64	$187.16	$6,212.84	97.1
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$1,072.99	$1,729.06	$17,270.94	90.9
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$6,000.00	$6,000.00	$25,500.00	81.0
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$13,000.00	$0.00	$13,000.00	$1,077.69	$2,155.47	$10,844.53	83.4
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$660.40	$1,390.20	$18,609.80	93.0
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$0.00	$0.00	$9,000.00	100.0
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$62.47	$75.85	$1,724.15	95.8
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$0.00	$1,169.64	$84,150.36	98.6
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$0.00	$800.00	100.0
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,500.00	$0.00	$27,500.00	$319.00	$319.00	$27,181.00	98.8
3.51 GAS	$25,000.00	$0.00	$25,000.00	$1,428.03	$2,828.60	$22,171.40	88.7
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$6,520.13	$12,783.95	$97,216.05	88.4
3.53 WATER	$3,500.00	$0.00	$3,500.00	$211.19	$451.73	$3,048.27	87.1
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$591.74	$1,178.57	$6,821.43	85.3
3.61 BUILDING & STRUCTURES	$117,000.00	$0.00	$117,000.00	$4,103.75	$7,668.01	$109,331.99	93.4
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$13.03	$81.06	$218.94	73.0
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,504.11	$1,095.89	42.1
3.93 TAXES & ASSESSMENTS	$2,100.00	$0.00	$2,100.00	$0.00	$0.00	$2,100.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.98 MAINTENANCE/SERVICE CONTRACTS	$108,690.00	$0.00	$108,690.00	$4,459.53	$14,363.54	$94,326.46	86.8
Subtotal	*$603,430.00*		$603,430.00	$27,132.59	$54,725.95	$548,704.05	90.9
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$42,000.00	$0.00	$42,000.00	$221.78	$221.78	$41,778.22	99.5
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$5,590.71	$6,412.25	$143,587.75	95.7
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$2,315.03	$3,333.72	$13,166.28	79.8
4.53 NONPRINTED MATERIALS	$64,000.00	$0.00	$64,000.00	$1,514.41	$1,938.20	$62,061.80	97.0
Subtotal	*$272,500.00*		$272,500.00	$9,641.93	$11,905.95	$260,594.05	95.6
Grand Total	$2,700,757.00	$0.00	$2,700,757.00	$177,411.96	$360,384.11	$2,340,372.89	86.7

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3c

F3d

Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **02/01/21** *To* **02/28/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$2,210.00	$2,210.00	$27,790.00	92.6
3.61 BUILDING & STRUCTURES	$605,182.00	$0.00	$605,182.00	$0.00	$0.00	$605,182.00	100.0
Subtotal	*$645,182.00*		$645,182.00	$2,210.00	$2,210.00	$642,972.00	99.7
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$186,872.00	$0.00	$186,872.00	$0.00	$0.00	$186,872.00	100.0
Subtotal	*$186,872.00*		$186,872.00	$0.00	$0.00	$186,872.00	100.0
Grand Total	$832,054.00	$0.00	$832,054.00	$2,210.00	$2,210.00	$829,844.00	99.7

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **02/01/21** *To* **02/28/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$1,782.00	($1,782.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$1,782.00	($1,782.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$1,782.00	($1,782.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3e

Printed on *Monday, March 01, 2021*

F4a

Voucher List

Jasper County Public Library

Report Date: From **02/01/21** ***To*** **02/28/21**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	61	PAYROLL	02/10/21	PAYROLL	$53,131.46
0	62	AFLAC	02/10/21	Supplement Insurance January 2021 (Conf #1006)	$920.95
0	63	CHRISTINA SANDERS	02/10/21	Courier Mileage 1/16 -1/31/21 (Conf. #1008)	$277.76
0	64	GREAT-WEST RETIREMENT	02/10/21	Annuity Withheld 2/10/21 payroll (Conf. #1010)	$1,470.00
0	65	INPRS fbo PERF	02/10/21	INPRS Contributions 2/10/21 Payroll	$6,203.78
0	66	IRS USA TAXPAYMENT	02/10/21	Federal Withholding, Medicare, & FICA withheld 2/10/21 Payroll & Ins. (Acknowledgement 84977445)	$11,471.75
0	67	TOWN OF DEMOTTE	02/10/21	Dem: Sewer & Water : January 2021 (Conf #1007)	$139.49
0	68	TOWN OF WHEATFIELD	02/10/21	Wh: Sewer Service- February 2021 (Conf# 1009)	$77.35
37945	69	AARON'S LAWN CARE	02/08/21	DeM. & Wh: Snow removal 1/2-1/26/21	$1,700.00
37946	70	ACE HARDWARE	02/08/21	Stainless clamps	$8.98
37947	71	ANTHEM BLUE CROSS BLUE	02/08/21	Health insurance premiums- February 2021	$14,463.90
37948	72	ANTHEM LIFE	02/08/21	Life insurance premiums- February 2021	$113.60
37949	73	BAKER & TAYLOR	02/08/21	Books, Continuations, AV, Auto. Yours	$6,246.47
37950	74	BAKER & TAYLOR ENTERTAIN	02/08/21	AV	$680.14
37951	75	BARNES & NOBLE, INC	02/08/21	Books	$29.58
37952	76	CARDINAL COPIER SOLUTION	02/08/21	Quarterly maintenance agreement on DeMotte staff copier 10/2/20-1/1/21	$927.51
37953	77	CI INSURANCE	02/08/21	Worker's Compensation Audit of 4/16/19-4/16/20, additional premium due	$319.00
37954	78	COMMONWEALTH TECHNOLO	02/08/21	Quarterly maintenance agreement on Wh staff copier	$318.46
37955	79	DELTA DENTAL	02/08/21	Dental insurance premiums- February 2021	$508.48
37956	80	ENA SERVICES LLC	02/08/21	Internet Service- December 2020	$1,782.00
37957	81	ENVISIONWARE, INC.	02/08/21	Patron computer reservation software support for upgrade	$600.00
37958	82	FERGUSON FACILITIES #3400	02/08/21	Neutral disinfectant, hand soap, glass cleaner, stainless steel cleaner	$284.59
37959	83	HAMSTRA BUILDERS, INC.	02/08/21	Rens: Contactor assessment & replacement	$773.25
37960	84	ICC BUSINESS PRODUCTS	02/08/21	Wypall wipes, chenille pipe cleaners	$45.68
37961	85	INDIANA DEPT. OF ENVIRONM	02/08/21	Wh: Annual public water system fee	$100.00
37962	86	JOHNSON CONTROLS FIRE P	02/08/21	DeM: Replace duct detector on zone 3	$1,193.00
37963	87	KROGER GARDIS & REGAS, L	02/08/21	Legal Assistance- FFCRA & Personnel Matters	$540.00
37964	88	MICHAEL R. ANDERSON	02/08/21	Rens: Snow removal 1/3-1/26/21	$337.50
37965	89	MIDWEST TAPE	02/08/21	Advance deposit on future Hoopla digital purchases	$3,000.00
37966	90	MIDWEST TAPE	02/08/21	AV	$516.31
37967	91	NIMBO IP LLC	02/08/21	Monthly Managed Service- January 2021	$815.00
37968	92	NIPSCO	02/08/21	DeM & Wh: Gas & electric service 12/30/20-1/29/21	$5,118.79
37969	93	NITCO	02/08/21	DeM: Local phone service February 2021	$139.48
37970	94	OVERDRIVE, INC.	02/08/21	Annual Maintenance Fee, Deposit on Account for Future Content Purchases	$3,000.00
37971	95	PRECISION CONTROL SYSTE	02/08/21	DeM: Preventative maintenance	$761.86
37972	96	RENSSELAER REPUBLICAN	02/08/21	Wh: Newspaper subscription Acct# 0038731	$144.99
37973	97	ROEING CORPORATION	02/08/21	APC replacement battery cartridge #48	$110.00
37974	98	STERLING COMPUTERS	02/08/21	Noble security wedge profile locks	$111.78
37975	99	STEVE'S SPECIALIZED SERVI	02/08/21	Laundry	$40.00
37976	100	TECH LOGIC	02/08/21	CircIT Software Renewal- 1yr (3/1/2021-2/28/2022)	$1,332.00
37977	101	TRUGREEN PROCESSING CE	02/08/21	Ice melt	$140.00
37978	102	UNIQUE MANAGEMENT SERVI	02/08/21	Collections: Initial/Secondary Placements- December 2020	$71.60
37979	103	VSP INSURANCE CO. (CT)	02/08/21	Vision insurance premiums- February 2021	$202.81
37980	104	WAL-MART COMMUNITY/SYN	02/08/21	Library & janitorial supplies	$191.66

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37981	105	ZOOBEAN INC	02/08/21	Beanstack 1 year license, 1/15/21-1/14/22	$1,058.00
37982	106	ABLE PAPER & JANITORIAL S	02/08/21	Vacuum repair parts	$30.59
37983	107	BUSINESS CARD	02/08/21	Library & maintenance supplies, Zoom monthly subscription fee, background checks	$621.64
37984	108	CENTURYLINK	02/08/21	Rens: Fax line service- February 2021	$57.31
37985	109	COMMONWEALTH TECHNOLO	02/08/21	Quarterly maintenance agreement on Rens. staff copier	$384.10
37986	110	CULLIGAN WATER CONDITIO	02/08/21	Wh: Water Cooler Rental- February 2021	$13.03
37987	111	DEBORAH KRISTOFF	02/08/21	Reimbursement for Aflac deduction withheld on 1/8/21 & 1/25/21 paychecks	$61.88
37988	112	DEMCO	02/08/21	TV series labels, paper labels, CD cases	$142.42
37989	113	DONNA BARKO	02/08/21	Mileage 12/22/20-2/2/21	$35.44
37990	114	GRAINGER	02/08/21	Janitorial supplies	$372.61
37991	115	INDIANA WASTE SERVICE	02/08/21	DeM. & Wh: Trash pick-up February 2021	$147.00
37992	116	KENT ADHESIVE PRODUCTS	02/08/21	Library supplies	$225.04
37993	117	MAGAZINE SUBSCRIPTION SE	02/08/21	June - August magazine renewals	$2,170.04
37994	118	MOHLER ARCHITECTS, P.C.	02/08/21	DeM: Parking lot project	$2,210.00
37995	119	OFFICE DEPOT	02/08/21	Office, library, janitorial, & maintenance supplies	$679.88
37996	120	QUILL LLC	02/08/21	Office, janitorial, & library supplies	$735.73
0	121	PAYROLL	02/25/21	PAYROLL	$55,120.83
0	122	ALLIANCE BANK	02/25/21	Direct Deposit Fees - January 2021	$36.80
0	123	CENTURYLINK	02/25/21	Wh: Fax line Febuary 2021 (Conf #1013)	$65.90
0	124	CHRISTINA SANDERS	02/25/21	Courier Mileage 2/1 -2/15/21 (Conf. #1012)	$347.20
0	125	CITY OF RENSSELAER	02/25/21	Rens: Utilities: 1/07 - 2/05/21 (Conf #1011)	$3,268.46
0	126	GREAT-WEST RETIREMENT	02/25/21	Annuity Withheld 2/25/21 payroll (Conf. #1014)	$1,470.00
0	127	INDIANA DEPARTMENT OF RE	02/25/21	State & County Taxes withheld February 2021 Payrolls	$6,398.85
0	128	INPRS fbo PERF	02/25/21	INPRS Contributions 2/25/21 Payroll	$6,529.93
0	129	IRS USA TAXPAYMENT	02/25/21	Federal Withholding, Medicare, & FICA withheld 2/25/21 Payroll & Ins. (Acknowledgement 50291235)	$11,995.09
0	130	ALLIANCE BANK	02/26/21	Positive Pay Fee- February 2021	$15.00
0	131	SQUARE, INC	02/28/21	Merchant Processing Fees- February 2021	$12.20

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$214,565.93**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 01, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$214,565.93**

Date this 8th **day of** March **,20** 21 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
February 28, 2021

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$671.44	$1,338.33
DeMotte	$164.48	$489.76		
Rensselaer	$351.97	$596.50		
Wheatfield	$154.99	$252.07		
PHOTOCOPIES:			$952.47	$1,375.72
DeMotte	$192.60	$409.65		
Rensselaer	$660.57	$789.07		
Wheatfield	$99.30	$177.00		
INTEREST (Checking, Repurchase, CDs):			$65.65	$141.72
TAXES:			$56,766.92	$113,533.84
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$56,766.92	$113,533.84		
TAXABLE SALES:-			$3.33	$10.30
REFUNDS:			$189.93	$204.93
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$0.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$189.93	$204.93		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$58,649.74**	**$116,604.84**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$400.00	$3,058.99
DeMotte	$0.00	$2,533.99		
Rensselaer	$400.00	$500.00		
Wheatfield	$0.00	$25.00		
LIB. IMPROV. RESERVE FUND:			$17.82	$36.27
Interest Earned	$17.82	$36.27		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$123.75	$277.92
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$123.75	$277.92		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$17,448.98
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$0.23	$0.72
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
SUB-TOTAL (page 1)			**$59,191.54**	**$137,427.72**

F5b

WITHHOLDING ACCOUNT FUNDS:			$32,473.09	$68,474.07
FIT Tax Collected	$7,372.10	$16,078.34		
FICA Collected	$8,047.37	$16,961.32		
State Tax Collected	$3,630.57	$7,623.91		
County Tax Collected	$2,768.28	$5,849.81		
INPRS	$2,963.35	$7,065.77		
Deferred Comp Plan	$2,940.00	$5,830.00		
Pre-tax Insurance Plan	$4,413.56	$8,321.96		
Life Insurance	$337.86	$742.96		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$91,664.63**	**$205,901.79**

F6a

Voucher List

Jasper County Public Library

Report Date: From **03/01/21** *To* **03/08/21**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
37997	132	AARON'S LAWN CARE	03/08/21	DeM & Wh: Snow removal	$4,500.00
37998	133	ABLE PAPER & JANITORIAL S	03/08/21	Vacuum repair parts	$63.88
37999	134	ADVANCED IMAGING SOLUTI	03/08/21	Quarterly maintenance agreement on patron copiers	$507.57
0	135	AFLAC	03/08/21	Supplement Insurance February 2021 (Conf #1016)	$920.95
38000	136	ANTHEM BLUE CROSS BLUE	03/08/21	Health insurance premiums- March 2021	$14,463.90
38001	137	ANTHEM LIFE	03/08/21	Life insurance premiums- March 2021	$105.50
38002	138	BAKER & TAYLOR	03/08/21	Books, Continuations, AV, Auto. Yours	$5,443.80
38003	139	BAKER & TAYLOR ENTERTAIN	03/08/21	AV	$1,480.57
38004	140	CHICAGO TRIBUNE	03/08/21	DeM & Rens: Newspaper subscriptions Acct# 20468938	$240.00
38005	141	COLLABORATIVE SUMMER LI	03/08/21	Staff summer reading t-shirts	$62.00
38006	142	DELTA DENTAL	03/08/21	Dental insurance premiums- March 2021	$667.38
38007	143	ENA SERVICES LLC	03/08/21	Internet Service- January 2021	$1,782.00
38008	144	FINDAWAY WORLD, LLC	03/08/21	Playaways, Wonderbooks	$754.38
38009	145	HAMSTRA BUILDERS, INC.	03/08/21	Wh: 2021 HVAC Service Contract	$1,220.00
38010	146	ICC BUSINESS PRODUCTS	03/08/21	Janitorial, library, and office supplies	$130.51
38011	147	KANKAKEE VALLEY HIGH SCH	03/08/21	2020 & 2021 Yearbooks	$115.00
38012	148	KROGER GARDIS & REGAS, L	03/08/21	Legal Assistance- COVID-19 Matters	$510.00
38013	149	LINDA POORTENGA	03/08/21	Mileage 2/17/21	$24.64
38014	150	MICHAEL R. ANDERSON	03/08/21	Rens: Snow removal 1/31-2/5/21	$387.50
38015	151	MIDWEST TAPE	03/08/21	AV	$495.77
38016	152	NIMBO IP LLC	03/08/21	Monthly Managed Service- February 2021	$815.00
38017	153	NITCO	03/08/21	DeM: Local phone service March 2021	$139.48
38018	154	PATTY STRINGFELLOW	03/08/21	Mileage 1/4-2/19/21	$68.88
38019	155	PRECISION CONTROL SYSTE	03/08/21	Rens: HVAC repair	$579.69
38020	156	RENSSELAER CHAMBER OF C	03/08/21	2021 Annual Membership Dues	$75.00
38021	157	SCOTT VRABLIK	03/08/21	Minecraft Mania virtual program presenter	$125.00
0	158	SPRINT	03/08/21	Hotspot Data Service 1/12-2/11/21 (Conf #1015)	$1,118.54
38022	159	THE LIBRARY CORPORATION	03/08/21	OPAC Enrichment: Mar 2021-Feb 2022; SIP Software: Mar 2021-Feb 2022	$6,373.00
38023	160	TRUGREEN PROCESSING CE	03/08/21	Ice melt	$98.00
38024	161	UNIQUE MANAGEMENT SERVI	03/08/21	Collections: Initial/Secondary Placements- January 2021	$26.85
38025	163	ACE HARDWARE	03/08/21	Plexiglas, toilet tank gasket, light bulbs	$109.95
38026	164	BLUETARP FINANCIAL, INC	03/08/21	Ice melt	$83.94
38027	165	BUSINESS CARD	03/08/21	Books, We Love Our Library yard signs, Zoom monthly subscription, Adobe Creative Cloud renewal, PO Box rental, library supplies, background check	$2,120.60
38028	166	CENTURYLINK	03/08/21	Long distance phone charge Acct# 82298462	$0.09
38029	167	CENTURYLINK	03/08/21	Rens: Fax line service- March 2021	$57.31
38030	168	CULLIGAN WATER CONDITIO	03/08/21	Wh: Water Cooler Rental- February & March 2021	$26.06
38031	169	DEMCO	03/08/21	Crystal clear tape	$252.72
38032	170	GRAINGER	03/08/21	Ballasts, bathroom cleaner, isopropyl rubbing alcohol	$191.72
38033	171	INDIANA WASTE SERVICE	03/08/21	DeM. & Wh: Trash pick-up March 2021	$147.00
38034	172	KANKAKEE VALLEY PUBLISHI	03/08/21	Annual Financial Report legal ad	$243.50
38035	173	KROOSWYK PLUMBING, HEAT	03/08/21	DeM: Backflow test	$110.00
38036	174	NIPSCO	03/08/21	DeM & Wh: Gas & electric service 1/29-3/1/21	$5,651.39
38037	175	OFFICE DEPOT	03/08/21	Library, janitorial, & office supplies	$571.75
38038	176	OVERDRIVE, INC.	03/08/21	Advantage Account: Deposit on Account for Future Content Purchases	$3,750.00
38039	177	POSTMASTER	03/08/21	Stamps, pre-stamped postcards	$150.00
38040	178	QUILL LLC	03/08/21	Library, janitorial, & office supplies	$286.39

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38041	179	THE LIBRARY STORE	03/08/21	Acrylic slatwall troughs	$53.75
38042	180	UNIQUE MANAGEMENT SERVI	03/08/21	Collections: Initial/Secondary Placements- February 2021	$44.75
				Total Amount of Claims	**$57,145.71**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 08, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $57,145.71

Date this 8th **day of** March **,20** 21 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

A
P
R.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 12, 2021, 6pm
DeMotte Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of March Board Meetings
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policies for Review (R 10)
Workshop Request (R 25)

General Business

Annual Impacts - Report by DeMotte Branch Manager (R 25)	Information
DeMotte Library Parking Lot Project Update (R 25)	Information
Advance Tax Draw (R 26)	Action
Report JCPL Volunteers (R 26)	Information
Director Review (R 26)	Information

Director's Report (R 25 – R 28)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **March 8, 2021**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Mark Heinig, Janet Umlauf, Kevin Kaluf, Julie Davidson, Natalie Waling, Patricia Stringfellow, Rayann Gilmore, Harry Mohler
Absent: Janelle Harper, Kristie Housman

Agenda & Consent Agenda Approval: J. Umlauf moved to approve the Agenda and Consent Agenda items that included the February Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Microfilm/Printer Policy review, LCD Projector Policy review, Criminal History Policy revision, and request for three staff members to register for virtual Digipalooza 2021 as presented, seconded by J. Davidson. Motion passed.

Oath of Office – Treasurer: M. Heinig, Treasurer, took the Oath of Office and signed the bond document.

DeMotte Library Parking Lot Project – Plans/Public Bidding: P. Stringfellow explained in May 2019 the Board approved her signing a letter of agreement with Mohler Architects for the beginning Conceptual & Design Phases of the parking lot project totaling $12,500. The phases outlined in that document have been completed and we have moved on to the Construction Documents Phase. A new letter of agreement has been drafted to cover the Construction Documents Phase which we are currently in and the upcoming Bidding & Construction Observation Phases totaling $7,500. Attorney, Ed Dumas, has reviewed the document. J. Davidson moved to accept the new Letter of Agreement and approve P. Stringfellow signing it, seconded by M. Heinig. Motion passed.

H. Mohler presented the construction documents and explained Phase 1 of the DeMotte Library Parking Lot Project will include eliminating the hill, constructing the new parking lot, putting in the dry creek for drainage, handicap parking spaces, and brick pavers over the existing parking lot. Phase 1 is estimated to cost $190,000 - $230,000. For projects over $150,000 the library is required to publicly bid the project and projects over $200,000 require the contractor to provide a performance bond. It is a good idea for the library to require the performance bond even if the project bids come in at less than the $200,000 for added security. This requirement will be part of the plans interested contractors receive. Since these plans do not include a building only local approval of the plans is needed and not State approval. The Town of DeMotte has received the plans and sent them on to their engineering firm for approval. As of this meeting we have not heard back yet from the Town of DeMotte. Once we receive approval from the Town of DeMotte we are ready to proceed with the bid process. Our attorney has advised that if the Board is ready to proceed with the bid process that they can approve the plans and proceed subject to the approval of the Town of DeMotte. J. Umlauf moved to approve the plans and submit them for public bid subject to the approval of the Town of DeMotte, seconded by M. Heinig. J. Davidson abstained. Motion passed.

Director's Report: Landscape work at the Rensselaer Library started on Friday. Last year we focused on the west and south sides of the library. This year we will focus on the north and east sides of the library. Our goal is tidy, low maintenance, and appropriately sized plants and grasses. The east side is street facing so we want things to look well-tended. We are currently in Phase 5 of our Phased Approach to Re-Opening but very soon it is going to be time to move to

Phase 6. In mid-March we will review our current status and consider what adjustments we can now make in consideration of positivity rates in our community and federal, local, and state guidance. Restoration of regular public hours, rules for meeting room use, and quarantine time are high on the list of things to review. We have ordered 'We Love Our Library' signs to pass out to patrons and friends. ILF is promoting this campaign around the state for April. We did it last year and it created a positive buzz in our community. Last year we ran out of signs and people were still calling and/or stopping by to get a sign. It will be good to do it again.

J. Umlauf mentioned that the County is considering moving from voting precincts to voting centers for the 2022 elections. There will be fewer voting centers than there are currently precincts. This is in the planning stages and has not yet been finalized but there has been discussion about possible locations for voting centers. The Wheatfield Library could be a possibility for a center in Wheatfield. We will watch for updates from the County Commissioners or Council who must first approve these plans.

Adjournment: With no further matters for discussion J. Davidson moved to adjourn the meeting at 6:51 PM, seconded by N. Waling.

Julie Davidson
Julie Davidson, Secretary

Attest: K. Kaluf, President

CIRCULATION BY HOLDINGS CODE
March 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	20	0	1	21
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	24	2	4	30
Blu-Ray (DBR)	114	3	7	124
Books on CD (DBKCD)	57	5	4	66
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	34	1	0	35
Digital Audiobooks (DDA)	14	0	0	14
DVD (DDVD)	987	80	74	1141
Equipment (DEQP)	24	0	0	24
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	383	30	23	436
Fiction Fantasy (DFICF)	4	1	0	5
Fiction Inspirational (DFICI)	110	4	4	118
Fiction Mystery (DFICM)	61	13	3	77
Fiction New (DFICNEW)	397	26	12	435
Fiction Science Fiction (DFICSF)	8	0	0	8
Fiction Western (DFICW)	8	0	1	9
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	9	0	4	13
Hanging Bags (DHANG)	19	0	0	19
Hotspots (DWIFI)	0	19	5	24
ILL (DILL)	18	4	0	22
Internet (DINTER)	330	0	0	330
Juv. Audio book (DJAUDB)	12	0	1	13
Juv. Biography (DJBIO)	41	1	5	47
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	6	0	0	6
Juv. Digital Device (DJDDP)	8	0	0	8
Juvenile Easy (DJE)	654	15	75	744
Juv. Easy Non-fiction (DJENF)	47	1	4	52
Juv. Easy Reader (DJER)	295	28	8	331
Juv. Easy Reader NF (DJERN)	4	0	2	6
Juv. Fiction (DJFIC)	536	15	12	563
Juv. Graphic Novel (DJGN)	95	0	14	109
Juv. Holiday books (DJHOL)	61	6	3	70
Juv. Launchpads (DPTAB)	5			5
Juv. Magazine (DJMAG)	12	0	0	12
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	255	5	23	283
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	120	2	2	124
Large Print Fiction (DLPF)	62	18	12	92
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	85	7	10	102
Large Print Nonfic (DLPNF)	12	1	4	17
Large Print Western (DLPW)	7	0	0	7
Magazine (DMAG)	295	0	0	295
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	3	1	0	4
Nonfiction 100 (DNF100)	16	0	0	16
Nonfiction 200 (DNF200)	9	0	0	9
Nonfiction 300 (DNF300)	40	7	0	47
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	6	0	2	8
Nonfiction 600 (DNF600)	97	22	12	131
Nonfiction 700 (DNF700)	37	1	10	48
Nonfiction 800 (DNF800)	9	1	2	12
Nonfiction 900 (DNF900)	22	2	3	27
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	14	3	4	21
Nonfiction (DNFIC)	5	1	0	6
Nonfiction New (DNFNEW)	117	10	18	145
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	2	0	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	10	0	0	10
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	5	74	1	80
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	9	0	0	9
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	88	15	6	109
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	7	2	2	11
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)				0
Storage (DZSTO)	2	1	0	3

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	19	1	24
Blu-Ray (RBR)	35	260	13	308
Books on CD (RBKCD)	4	53	2	59
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	19	93	0	112
Digital Audiobooks (RDA)	1	7	3	11
DVD (RDVD)	164	1383	77	1624
Equipment (REQP)	0	6	0	6
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	23	408	14	445
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	29	260	17	306
Genealogy (RGENE)	0	3	0	3
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	44	3	48
Hanging Bag (RHANG)	3	20	0	23
Hotspots (RWIFI)	0	25	5	30
ILL (RILL)	3	32	0	35
Internet (RINTER)	0	248	0	248
Juv. Audio book (RJAUDB)	0	11	0	11
Juv. Biography (RJBIO)	4	9	0	13
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	17	0	17
Juv. Digital Device (RJDDP)	1	7	0	8
Juvenile Easy (RJE)	78	249	37	364
Juv. Easy Non-fiction (RJENF)	3	72	4	79
Juv. Easy Reader (RJER)	15	188	7	210
Juv. Easy Reader NF (RJERN)	2	20	6	28
Juv. Fiction (RJFIC)	28	222	18	268
Juv. Graphic Novel (RJGN)	36	60	14	110
Juv. Launchpads (RPTAB)	6	3		9
Juv. Magazine (RJMAG)	0	11	0	11
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	24	164	14	202
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	3	103	3	109
Large Print Fiction (RLPF)	5	112	3	120
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	0	139	1	140
Large Print Nonfic (RLPNF)	0	8	0	8
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	19	163	0	182
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	3	0	3
Non-Fiction 100 (RNF100)	4	23	1	28

Non-Fiction 200 (RNF200)	3	14	0	17
Non-Fiction 300 (RNF300)	3	42	2	47
Non-Fiction 400 (RNF400)	0	0	0	0
Non-Fiction 500 (RNF500)	0	12	1	13
Non-Fiction 600 (RNF600)	21	119	19	159
Non-Fiction 700 (RNF700)	9	35	5	49
Non-Fiction 800 (RNF800)	0	5	0	5
Non-Fiction 900 (RNF900)	7	21	1	29
Nonfiction Blu-Ray (RNFBR)	6	4	0	10
Nonfiction DVD (RNFDVD)	13	68	2	83
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	38	123	14	175
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	2	0	2
Playaway View (RVIEW)	2	8	0	10
Professional Coll. (RPRO)	0	6	0	6
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	58	8	2	68
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	13	44	57
STEAM Kits (RSTEAM)	6	4	0	10
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	0	1
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	5	63	4	72
YA Music CD (RYACD)	0	10	0	10
YA Nonfiction (RYANF)	2	8	2	12
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)				0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	3	10	17
Blu-Ray (WBR)	1	18	103	122
Books on CD (WBKCD)	6	12	64	82
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	3	2	37	42
Digital Audiobooks (WDA)	1	3	11	15
DVD (WDVD)	63	90	817	970
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	10	22	195	227
Fiction Fantasy (WFICF)	1	2	5	8
Fiction Inspirational (WFICI)	12	0	103	115
Fiction Mystery (WFICM)	3	20	56	79

Fiction New (WFICNEW)	38	18	121	177
Fiction Science Fiction (WFICSF)	0	0	3	3
Fiction Western (WFICW)	0	0	4	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	3	6	10
Hanging Bags (WHANG)	0	0	25	25
Hotspots (WWIFI)	0	18	8	26
ILL (WILL)	3	0	15	18
Internet (WINTER)	0	0	114	114
Juv. Audio book (WJAUDB)	0	1	19	20
Juv. Biography (WJBIO)	5	0	18	23
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	22	22
Juv. Digital Device (WJDDP)	2	0	1	3
Juvenile Easy (WJE)	57	39	441	537
Juv. Easy Non-fiction (WJENF)	0	0	50	50
Juv. Easy Reader (WJER)	13	13	140	166
Juv. Easy Reader NF (WJERN)	0	0	11	11
Juv. Fiction (WJFIC)	56	31	269	356
Juv. Graphic Novel (WJGN)	4	4	73	81
Juv. Launchpads (WPTAB)	2		6	8
Juv. Magazine (WJMAG)	0	1	29	30
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	21	9	212	242
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	4	4	179	187
Large Print Fiction (WLPF)	13	6	68	87
Large Print Inspirational (WLPI)	0	1	0	1
Large Print Mystery (WLPM)	3	0	5	8
Large Print New (WLPN)	8	8	96	112
Large Print Nonfic (WLPNF)	1	0	15	16
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	3	0	54	57
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	2	1	8	11
Non-Fiction 200 (WNF200)	1	0	9	10
Non-Fiction 300 (WNF300)	3	3	17	23
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	2	0	8	10
Non-Fiction 600 (WNF600)	10	10	98	118
Non-Fiction 700 (WNF700)	1	0	13	14
Non-Fiction 800 (WNF800)	1	0	3	4
Non-Fiction 900 (WNF900)	8	5	30	43
Nonfiction Blu-Ray (WNFBR)	0	0	2	2
Nonfiction DVD (WNFDVD)	3	7	35	45
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	13	1	46	60
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	3	1	8	12
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	6	6
Vertical file (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	2	0	3	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	15	28	57	100
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	2	6	8
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)				0
Storage (WZSTO)	0	0	1	1
TOTAL	6828	5825	4477	17130

CIRCULATION BY HOLDINGS CODE
March 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	20	0	1	21
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	32	24	15	71
Blu-Ray (BR)	157	285	125	567
Books on CD (BKCD)	67	70	70	207
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	56	96	37	189
Digital Audiobooks (DA)	16	10	14	40
DVD (DVD)	1214	1553	968	3735
Equipment (EQP)	24	6	0	30
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	416	460	232	1108
Fiction Fantasy (FICF)	5	3	5	13
Fiction Inspirational (FICI)	122	4	107	233
Fiction Mystery (FICM)	64	33	59	156
Fiction New (FICNEW)	464	304	150	918
Fiction Science Fiction (FICSF)	8	0	3	11
Fiction Western (FICW)	8	0	5	13

Genealogy (GENE)	0	3	0	3
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	11	47	13	71
Hanging Bags (HANG)	22	20	25	67
Hotspots (WIFI)	0	62	18	80
ILL (ILL)	24	36	15	75
Internet (INTR)	330	248	114	692
Juv. Audio book (JAUDB)	12	12	20	44
Juv. Biography (JBIO)	50	10	23	83
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	6	17	22	45
Juv. Digital Device (JDDP)	11	7	1	19
Juvenile Easy (JE)	789	303	553	1645
Juv. Easy Non-Fiction (JENF)	50	**73**	58	181
Juv. Easy Reader (JER)	323	229	155	707
Juv. Easy Reader NF (JERN)	6	20	19	45
Juv. Fiction (JFIC)	620	268	299	1187
Juv. Graphic Novel (JGN)	135	64	87	286
Juv. Holiday (JHOL)	61	6	3	70
Juv. Launchpads (PTAB)	13	3	6	22
Juv. Magazine (JMAG)	12	12	29	53
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	300	178	249	727
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	1	1
Juv. Toddler (JTOD)	127	109	184	420
Large Print Fiction (LPF)	80	136	83	299
Large Print Inspirational (LPI)	0	1	0	1
Large Print Mystery (LPM)	3	0	5	8
Large Print New (LPN)	93	154	107	354
Large Print Nonfic (LPNF)	13	9	19	41
Large Print Western (LPW)	7	0	0	7
Magazine (MAG)	317	163	54	534
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	3	4	1	8
Non-Fiction 100 (NF100)	22	24	9	55
Non-Fiction 200 (NF200)	13	14	9	36
Non-Fiction 300 (NF300)	46	52	19	117
Non-Fiction 400 (NF400)	5	0	1	6
Non-Fiction 500 (NF500)	8	12	11	31
Non-Fiction 600 (NF600)	128	151	129	408
Non-Fiction 700 (NF700)	47	36	28	111
Non-Fiction 800 (NF800)	10	6	5	21
Non-Fiction 900 (NF900)	37	28	34	99
Non-Fiction Blu-Ray (NFBR)	7	4	2	13
Non-Fiction DVD (NFDVD)	30	78	41	149
Nonfiction (NFIC)	5	1	1	7
Nonfiction New (NFNEW)	168	134	78	380
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	2	0	3
Professional Coll. (PROF)	0	6	0	6

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	7	9	8	24
Reference (REF)	19	39	19	77
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	10	0	0	10
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	58	8	2	68
SRCS (From other libraries III-SRC	5	74	1	80
SRCS (SRCSW) Wheatfield	0	13	44	57
STEAM Kits (STEAM)	15	4	6	25
Vertical File (VF)	0	0	1	1
VHS	0	0	0	0
YA Audio book (YAUDB)	2	1	3	6
YA Biography (YAB)	1	0	0	1
YA Books on CD (YABKCD)	2	0	3	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	108	106	67	281
YA Music CD (YACD)	0	10	0	10
YA Nonfiction (YANF)	9	12	10	31
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	2	2	1	5
				0
Free reads	50	87	39	176
Games/Puzzles	23	0	25	48
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6929	5955	4550	17434

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1322	1184	796	3302
Nonfiction	591	581	393	1565
CHILDREN'S BOOKS				
Fiction	2020	993	1298	4311
Nonfiction	461	267	334	1062
YA BOOKS				
Fiction	119	153	80	352
Nonfiction	10	12	10	32
Preloaded Dig Dev, Child	13	3	6	22
Magazines, Adult	317	163	54	534
Magazines, Children	12	12	29	53
Sound Recordings, adult	143	177	127	447
Sound Recordings, ch	40	59	67	166
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	63	95	47	205
STEAM Kits	15	4	6	25

Vertical file	0	0	1	1
VHS/DVD/Blu-Ray	1415	1929	1144	4488
Equipment	24	68	18	110
Total	6565	5700	4410	16675
A-V Circulation	1598	2165	1338	5101
A-V Circulation as % of total	24.3%	38.0%	30.3%	30.6%

CIRCULATION STATISTICS

March 2021

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	68	1	**1,322**	145	10	**1,184**	86	29	**796**	**3,302**
Nonfiction	45	168	**591**	48	1	**581**	31	1	**393**	**1,565**
CHILDREN'S BKS										
Fiction	41	0	**2,020**	60	9	**993**	40	2	**1,298**	**4,311**
Nonfiction	7	1	**461**	10	0	**267**	8	0	**334**	**1,062**
YA BOOKS										
Fiction	15	0	**119**	18	0	**153**	12	0	**80**	**352**
Nonfiction	1	0	**10**	0	0	**12**	0	0	**10**	**32**
Preloaded Dig Dev	1	0	**13**	1	0	**3**	5	0	**6**	**22**
Magazines,Adult	0	0	**317**	0	0	**163**	0	0	**54**	**534**
Magazines, Child	0	0	**12**	0	0	**12**	0	0	**29**	**53**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	10	0	**143**	9	1	**177**	13	0	**127**	**447**
Sound Rec/Child	0	0	**40**	6	0	**59**	0	0	**67**	**166**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**63**	0	0	**95**	0	0	**47**	**205**
STEAM Kits	0	0	**15**	0	0	**4**	0	0	**6**	**25**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**1**	**1**
DVD/BluRay	27	0	**1,415**	50	7	**1,929**	27	3	**1,144**	**4,488**
Equipment	0	0	**24**	0		**68**	0		**18**	**110**
TOTAL	215	170	**6,565**	347	28	**5,700**	222	35	**4,410**	**16,675**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,272	76,591	60,787
Circulation Increase/Decrease	**n/a**	**n/a**	**n/a**

MONTHLY SYSTEM STATISTICS	2020	2021	% change
Current month's Circulation	0	16,675	#DIV/0!
Jan. to date circulation	41,867	47,858	14.3%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
24,308	24,375	16,115	16,250	16,702	16,759	**Fiction**
20,036	19,913	19,221	19,268	8,250	8,280	**Nonfiction**
						CHILDREN'S BKS
15,607	15,648	14,169	14,220	13,199	13,237	**Fiction**
9,333	9,339	6,269	6,279	6,585	6,593	**Nonfiction**
						YA BOOKS
2,285	2,300	3,290	3,308	3,442	3,454	**Fiction**
639	640	366	366	100	100	**Nonfiction**
3	4	0	1	5	10	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,794	3,804	717	725	4,696	4,709	**Sound Rec/Adult**
644	644	4,146	4,152	813	813	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-46	-46	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,309	7,336	11,232	11,275	6,709	6,733	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
84,227	84,272	76,272	76,591	60,600	60,787	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

March 2021

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	272	59	369	80	375	81	1016	220
LOCAL HISTORY								
In person	5	1	10	3	0	0	15	4
Letters written	13	13	11	11	0	0	24	24
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	330	14	248	10	114	5	692	29
Internet use-Wireless	465		496		279		1240	
VCR Use	0	0	0	0	0	0	0	0
Microforms	5	1	30	4	0	0	35	5
Public FAX24	50		17		37		104	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	2	1	13	4	0	0	15	5
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	7		14		4		25	
Outreach activities	18	18	3	2	0	0	21	14
Meeting Room Use (no. of group	10	3	15	5	8	3	33	11
Study room use	7	1	12	1	12	1	31	3
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	27	0	23	0	23	0	73	1
Pull Requests	0	0	0	0	2	2	2	12
E-books downloaded							2742	
IN-HOUSE USE ITEMS	158		219		84		461	
SELF-CHECKOUT USE	28		256		78		362	
INTERLIBRARY LOANS								
Requests made for:							77	19
Items rec'd for:							77	39
Items requested by other librarie							0	
Items supplied to other libraries							0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6188	10458	3884	20530
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	202	411	92	705
Number of New Patrons Added	21	16	6	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	0	0	0	0	1	6	1	6
Number attending	0		0		16		16	

YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Adult Programs	0	0	1	6	0	0	1	6
Number attending	1		4		4		9	
Senior Citizen Programs	1	6	1	6	2	12	4	24
Number attending	2		9		8		19	
Total Number of Programs	**1**	6	**2**	12	**3**	18	**6**	36
Total Persons Attending	**3**		**13**		**28**		**44**	
Total Attending Same Month Last Yr.	0		0		0		0	
Total Staff Hours Spent		117		133		110	359	421
Total Number of In-House Progran	**1**		**2**		**2**		**5**	
Total Attendance	**3**		**13**		**11**		**27**	
Total Number of Outreach Progran	**0**		**0**		**1**		**1**	
Total Attendance	**0**		**0**		**17**		**17**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5095	77.5%	3866	68.3%	3148	71.1%	12109	72.7%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	44	0.7%	55	1.0%	65	1.5%	164	1.0%
Juvenile-AV	376	5.7%	222	3.9%	440	9.9%	1038	6.2%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	76	1.2%	247	4.4%	147	3.3%	470	2.8%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	11	0.2%	1	0.0%	0	0.0%	12	0.1%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	5	0.1%	3	0.1%	8	0.0%
School	0	0.0%	15	0.3%	0	0.0%	15	0.1%
School AV	0	0.0%	8	0.1%	0	0.0%	8	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	145	2.6%	0	0.0%	145	0.9%
Staff	762	11.6%	916	16.2%	497	11.2%	2175	13.1%
Walking books	24	0.4%	13	0.2%	48	1.1%	85	0.5%
YA 12-17	13	0.2%	10	0.2%	2	0.0%	25	2.4%
YA-AV	170	2.6%	161	2.8%	77	1.7%	408	2.4%
Total	6571		5664		4427		16662	
All items borrowed by nonresidents	87	1.3%	276	4.9%	150	3.4%	513	3.1%

R7

Salary Ordinance 2021
Updated 4/12/21

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Madelyn Curless	Page	$7.25	4/2/21	10	D

We have hired Madelyn Curless as DeMotte Page, replacing Athena Dover who no longer works for the library.

We have examined and approved the changes to the 2021 Jasper County Public Library Salary Ordinance. Dated 4/12/21.

Julie Davidson

R 10

~~FMLA/MILITARY LEAVE POLICY~~

LEAVES OF ABSENCE

Employees may not engage in other work while on leave (other than military leave), nor may they take part in non-work-related activities that are inconsistent with their stated or documented reasons for any type of leave. Employees abusing leave may lose their entitlement to leave and will also be subject to discipline up to and including discharge.

A. Personal Leave Of Absence

At its discretion, the Library may grant an unpaid personal leave of absence upon an employee's written request to the Director after the employee has used all earned vacation. A request for a leave of absence must clearly state the reason for the leave and the amount of time requested. Requests will be granted only for **urgent** and **exceptional** circumstances, and when the leave is appropriate based on Library workload, staffing, and other factors affecting feasibility of the leave. Personal leave cannot be used to extend an FMLA or a medical leave of absence. Personal leaves of absence will be granted in one-week increments and will not typically exceed 4 weeks during a rolling 12-month period. A "rolling" 12-month period is measured backward for each employee from the date he uses personal leave. **Note:** Personal leaves typically are considered only for full-time employees. However, at ~~At~~ its discretion, the Library may grant unpaid days off for part-time employees.

At the Library's discretion, upon written request to the Director made at least three working days before the expiration of the initial approved personal leave, a personal leave may be extended, but not beyond 6 weeks (total) in a rolling 12-month period.

At the conclusion of a personal leave of absence, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, but the Library may reassign you based on its then-current business and personnel needs. Failure to return to work at the end of a personal leave or the unavailability of a position caused by the elimination of your position or a layoff will result in the administrative termination of your employment.

B. Medical Leave Of Absence For Non-FMLA-Eligible Employees

If you are unable to work because of illness or injury (work-related or non-work-related) of more than five consecutive work days, you will be placed on a leave of absence. Absences due to illness or injury of five consecutive work days or fewer ~~less~~ will be addressed under the attendance and paid time off policies.

For employees who have been employed continuously for 12 continuous weeks to one year, or are regularly scheduled to work fewer than 1,250 hours annually and, thus, typically are not FMLA eligible, medical leave may be renewed for successive periods up to a maximum of 4 weeks during a "rolling" 12-month period. This leave must be used in full-day increments. A "rolling" 12-month period is measured backward for each employee from the date the employee uses medical leave.

For employees employed fewer than 12 continuous weeks, medical leave will be granted only in the following circumstances:

(1) The employee is a qualified individual with a disability and granting a reasonable extended leave would be an accommodation that would not cause the Library undue hardship.

(2) The employee will be granted up to eight weeks of medical leave for maternity purposes.

(3) The employee will be granted one period of medical leave for an absence of between six and ten consecutive work days.

Except for maternity purposes, any medical leave granted during the first 12 weeks of employment will be treated as part of the 4 weeks of medical leave available to employees during their first year of employment.

Medical Documentation

You must request medical leave in writing and provide appropriate medical documentation confirming that you are medically unable to work and estimating the length of the absence. You may be (a) asked the status of any medical condition, (b) required to provide medical evidence from your health care provider or from a health care provider of the Library's choice concerning any medical condition, (c) denied a request for medical leave or a request for renewal if it determines, from the medical evidence, that you are able to perform your work, and (d) placed or continued on medical leave if the Library determines, from the medical evidence, that you are not able to perform the essential functions of your job with or without reasonable accommodation. If you are granted a medical leave, you must use all available paid time off concurrently with the leave.

Expiration Of Leave

You must notify Human Resources at least five working days prior to the expiration of a medical leave whether you will return to work or whether you need a renewed medical leave. In either case, you must provide documentation from your health care provider confirming your ability to return to work or the basis for the need for a renewed medical leave. Failure to provide at least five days' notice may cause a delay in your return to work or result in the administrative termination of your employment.

Conclusion Of Leave

At the conclusion of a medical leave ~~of 4 weeks or less~~, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, the Library may reassign or change your position based on its then current business and personnel needs, and the availability of any accommodation that would not cause undue hardship on its operation. If you return to work after a medical leave, you will resume employment on the same terms and conditions applicable to employees generally without having to satisfy any benefit plan waiting periods applicable to new employees. If you are not released to return to work and have exhausted all available leave time, your employment will be administratively terminated at that time.

C. Family And Medical Leave Policy

The Library provides leaves of absence to eligible employees for certain family and medical reasons. This policy is intended to comply with a federal law known as the Family and Medical Leave Act of 1993 ("FMLA"), as amended. In addition, the U.S. Department of Labor's FMLA Notice is posted in the workplace and attached at the end of this policy.

Note: This policy is not meant to address and cannot possibly address every potential situation that may implicate the FMLA. It does, however, set forth the procedures and requirements generally applicable to FMLA leave requests. In certain circumstances, the law requires the Library to designate absences as FMLA leave even when the employee does not request FMLA leave, and the Library will comply with its legal obligations in those and all other situations.

Eligibility

To be "eligible," an employee must have worked for the Library as of the date the requested leave is to begin:

- for at least 12 months; and
- for at least 1,250 hours during the previous 12 months.

Reasons For Leave

FMLA leave may be requested for the following reasons:

Parenting Leave. This leave can be taken to care for a new son or daughter, including by birth or by adoption or foster care placement. An employee may take Parenting Leave only during the 12-month period that begins on the date of the birth, adoption, or placement, and this leave cannot be taken intermittently or on a reduced schedule;

Family Medical Leave. This leave can be taken by an employee to care for the "serious health condition" of the employee's spouse, child, or parent;

Employee Medical Leave. This leave can be taken for the employee's own "serious health condition" if the condition renders the employee unable to perform his job functions;

Military Family Exigency Leave. This leave can be taken by an employee because of a qualifying exigency arising from the fact that the employee's spouse, child, or parent is on or has been called to covered active duty in the U.S. Armed Forces. Qualifying exigencies include things such as making arrangements necessitated by short-term deployments, attending certain military events and related activities, assisting the Covered Military Member with alternative child care arrangements when the active duty or call to active duty status necessitates a change in the existing arrangements, assisting the Covered Military Member with certain financial and legal arrangements related to active duty or the call to active duty; attending counseling arising from covered active duty or the call to covered active duty, spending time with the military member who is on short-term, temporary rest and recuperation leave, and caring for a military member's parent when the parent is incapable of self-care; or

Covered Servicemember Leave. An employee may take this leave to care for the employee's spouse, child, or parent who is a Covered Servicemember with a Serious Illness or Injury incurred or aggravated in the line of duty on active duty. Also, this leave may be taken by an employee who is the next of kin of a Covered Servicemember.

Duration of Leave

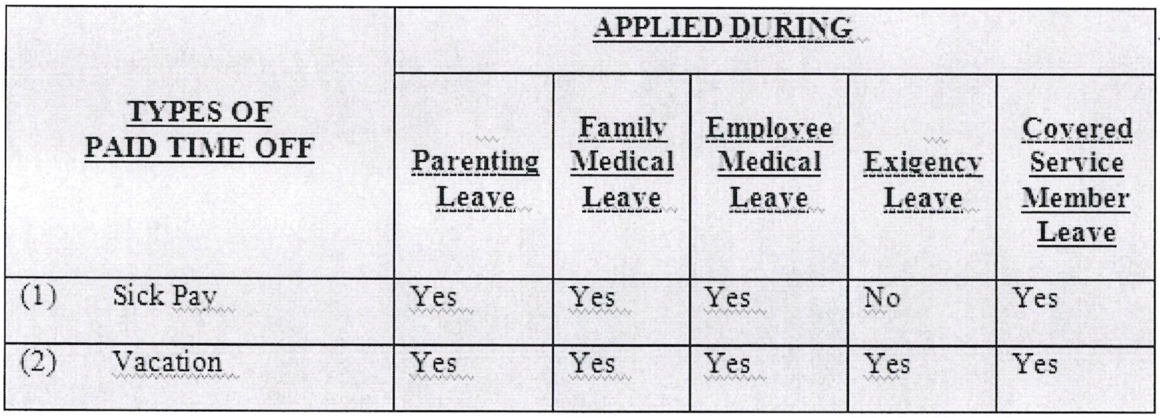
An eligible employee is entitled to a total of 12 work weeks of leave during a "rolling" 12-month period measured backward for each employee from the date he uses FMLA leave other than Covered Servicemember Leave.

For Covered Servicemember Leave, eligible employees are entitled to up to 26 workweeks of leave in a single 12-month period. For purposes of Covered Servicemember Leave only, the "single 12-month period" is the 12-month period measured forward from the first date of Covered Servicemember Leave.

When a husband and wife are both eligible employees of the Library, the husband and wife will be permitted to take only (1) a combined total of 12 weeks for Parenting Leave or (2) a combined total of 26 weeks in a single 12-month period for Covered Servicemember Leave.

Substitution of Paid Leave

Generally, FMLA leave is unpaid. However, if an employee (a) also has available paid time off and (b) the employee's leave request meets the requirements of that paid time off program, the employee will be required to use all available paid time off concurrent with FMLA leave. ~~The Library will apply paid time off during FMLA leave in accordance with the following chart:~~



TYPES OF PAID TIME OFF	APPLIED DURING				
	Parenting Leave	Family Medical Leave	Employee Medical Leave	Exigency Leave	Covered Service Member Leave
(1) Sick Pay	Yes	Yes	Yes	No	Yes
(2) Vacation	Yes	Yes	Yes	Yes	Yes

Employees will not be required to use available paid time off during FMLA when receiving worker's compensation benefits. However, where disability or workers' compensation benefits provide replacement income that is less than the employee's full salary, employees may elect to use available paid time off to supplement such benefits with a written request to the Human Resources Department. FMLA will run concurrently with worker's compensation benefits, regardless of whether the employee supplements those benefits with available paid time off.

Intermittent or Reduced Schedule Leave

Under certain circumstances, an employee may take intermittent or reduced schedule leave in increments of no less than one-quarter hour. "Intermittent leave" generally means leave taken on an occasional basis for such reasons as medical treatments. "Reduced schedule leave" means a temporary, but regular, change in the employee's usual number of hours per day or hours per week.

An employee is not entitled to take leave intermittently or on a reduced schedule for Parenting Leave.

For Family Medical, Employee Medical, or Covered Servicemember Leave, the employee may take an intermittent or reduced schedule leave if it is medically necessary. An employee must provide certification that a medical need for leave exists and that the medical need can best be accommodated through an intermittent or reduced schedule leave. Military Family Exigency Leave may also be taken on an intermittent or reduced schedule basis.

Employees needing intermittent leave or a reduced schedule must make reasonable efforts to schedule their leave so as not to disrupt the Library's operations. In addition, if an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the Library may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates intermittent or reduced schedule leaves.

Notification Requirements

An employee must request FMLA leave at least 30 days before the date FMLA leave is to begin by contacting Human Resources (except in cases of medical emergency, unexpected changed circumstances, or where the need for leave is unforeseeable, in which case(s) the employee must give notice as soon as practicable after the employee is aware that he needs to take FMLA leave).

If an employee requests Family Medical, Employee Medical, or Covered Servicemember Leave, the employee must submit a medical certification from the employee's or family member's health care provider within 15 days after the Library delivers the written request for medical certification for FMLA leave. If applicable, the certification must also notify the Library of the reasons why an intermittent or reduced schedule leave is medically necessary and of the schedule for treatment. Employees requesting Military Family Exigency Leave must also submit certification of the qualifying exigency within 15 days after the Library's written request.

If an employee fails to give 30 days' notice for a foreseeable leave with no reasonable excuse for the delay, the Library may deny FMLA leave until at least 30 days after the date the employee provides notice of the need for FMLA leave. After an employee submits a medical certification, the Library may require an employee to obtain a second opinion from a provider of the Library's choice and at its expense. In some cases, the Library may require, at the Library's expense, a third opinion from a provider selected jointly by the employee and the Library.

During FMLA leave, an employee may be required to report periodically on his status and intent to return to work.

Employees on a Family or Employee Medical Leave may also be required to submit to the Library medical recertifications periodically during the leave period subject to the same rules as the initial medical certification. Medical recertifications may also be required under certain specific circumstances, for example, (1) when an employee requests an extension for a leave, (2) when circumstances under an initial certification have significantly changed, (3) when there is information which casts doubt on the current medical certification, or (4) when an employee is unable to return to work after FMLA leave.

Upon the conclusion of an Employee Medical Leave, the employee must present to the Library certification from his health care provider that he is able to return to work. Unless and until an employee provides this fitness-for-duty certification, the employee will not be able to return to work and employment may be administratively terminated if the certification is not promptly provided.

Continuation of Benefits

As a general rule, FMLA leave is unpaid. The Library, however, will maintain an employee's coverage under the Library's group health plans on the same conditions during FMLA leave as if the employee had been employed continuously during the FMLA leave period. An employee may choose not to continue coverage. An employee who continues health coverage must continue to pay his share of the premiums during an FMLA leave period to maintain coverage. An employee's premium payment is due on the same schedule as premium payments are made under COBRA.

The Library's obligation to continue group health coverage during FMLA leave will end if the employee's premium payment is more than 30 days late. Even if an employee does not continue health coverage during FMLA leave, the Library will restore regular coverage if the employee returns to work.

The Library will also maintain an employee's life insurance coverage if desired during leave if the employee pays the full monthly premium (including the Library's share of the premium) during that period. The employee's premium payment is due on the same date as the premium payment for health coverage.

To continue or discontinue any AFLAC, PERF, and Deferred Comp Plan benefits, the employee must make arrangements with the Business Office prior to or as soon as possible after going on leave.

Right to Job Restoration

Upon return from FMLA leave, employees will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Certain salaried key employees (as defined by the FMLA) may be denied restoration if their reinstatement would cause substantial and grievous economic injury to the Library. If, during FMLA leave, a reduction or other event occurs that would have changed, or even eliminated, the employee's job had the employee not taken leave, the returning employee will have no greater rights than if the employee had been continuously employed during FMLA leave. The Library will determine whether an employee will be restored to the same position or to an equivalent position.

If an employee chooses not to return to work after FMLA leave expires, the Library may recover its share of health insurance premiums paid on the employee's behalf during the FMLA leave period. The Library will seek to recover those premiums unless the employee fails to return because of (1) the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, with respect to Covered Servicemember Leaves) that would otherwise entitle the employee to FMLA leave or (2) other circumstances beyond the employee's control. If an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, as applicable), the employee must provide a medical certification of the serious health condition or serious illness/injury. The employee must provide the certification within 30 days from the date the Library requests it. If the employee does not provide the certification in a timely manner, the Library may recover its share of the health insurance premiums paid for the employee during the entire FMLA leave period.

At the exhaustion of FMLA leave time, if an employee is unable to return to work, employment will be administratively terminated unless (1) an evaluation of the employee's circumstances indicates that the employee is a qualified individual with a disability for whom a reasonable extension of leave would be an accommodation, and the Library can provide that accommodation without causing an undue hardship on its operation; or (2) the employee has available sick days to be utilized in compliance with the Library's policy. However, even if otherwise available, sick days cannot be used to extend an FMLA parenting or exigency leave. Employees who extend leave through the use of sick days are not assured of returning to the same or equivalent job. Instead, upon your release to return to work, you will be returned to an available position for which you are qualified; if there is no available position for which you are qualified, your employment will be administratively terminated at that time.

Selected Definitions

"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in the place of the employee's parent when the employee was a Son or Daughter (see definition of "Son or Daughter" below). The term "Parent" does not typically include parents "in law" or "grandparents."

"Son or Daughter/Child" means a biological, adopted or foster child, a stepchild or legal ward of an employee, or a child for whom the employee stands in the place of a parent, who is either (1) under age 18 or (2) age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA is to commence. (This definition does not apply to Covered Servicemember Leave or Military Family Exigency Leave.)

"Son or Daughter/Child of a Covered Servicemember" means a Covered Servicemember's biological, adopted or foster child, stepchild, legal ward, or a child for whom the Covered Servicemember stood in the place of his parent, who is of any age. (This definition only applies to Covered Servicemember Leave.)

"Son or Daughter/Child on covered active duty" means (1) the employee's biological, adopted or foster child, stepchild, legal ward, or a child for whom the employee stood in the place of the parent when the child was under 18, (2) who is on or called to covered active duty, and (3) who is of any age. (This definition only applies to Military Family Exigency Leave.)

"Covered Active Duty" or "Call To Active Duty Status" means, in the case of a member of the regular Armed Forces, duty during deployment to a foreign country. In the case of a member of a reserve component of the Armed Forces, covered active duty means duty during deployment to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C § 101(a)(13)(B)

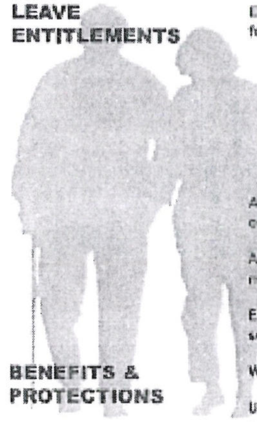
"Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the military's temporary disability retired list for a serious illness or injury. Covered Servicemember also means a veteran who (1) is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and (2) was a member of the Armed Forces (including a member of the National Guard or Reserves) and was released or discharged, other than dishonorably, at any time during the 5-year period before the first date the eligible employee takes Covered Servicemember Leave.

"Serious Illness or Injury" with respect to a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred or aggravated in the line of duty and on active duty that renders the Covered Servicemember unfit to perform the duties of his or her office, grade, rank or rating. With respect to a Covered Servicemember who is a veteran, Serious Illness or Injury means a qualifying illness or injury (as defined by the Secretary of Labor) that was incurred or aggravated in the line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran and is (1) a continuation of a serious injury or illness incurred or aggravated when the veteran was a member of the Armed Forces and rendered him unable to perform the duties of his office, grade, rank, or rating; (2) a physical or mental condition for which the veteran has a VA Service Related Disability Rating of 50% or greater; (3) a physical or mental condition that substantially impairs the veteran's ability to secure or hold gainful employment because of disability related to military service; or (4) an injury (including a psychological injury) for which the veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

"Outpatient Status" with respect to a Covered Servicemember who is a current member of the Armed Forces means the status of a member of the Armed Forces assigned to a military

EMPLOYEE RIGHTS
UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION



LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

WHD
WAGE AND HOUR DIVISION

medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

"Veteran" is defined by 38 U. S. C. § 101.

D. Military Family Leave Policy

The Library provides leave to eligible family members of individuals on active duty in the U.S. Armed Forces or the Indiana Army or Air National Guard. "Active duty" means full-time service on active duty orders for a period of at least 90 consecutive calendar days.

Eligibility

Eligible employees include the following relatives of the individual on active duty:

a) spouse;

b) biological or adoptive parent;

c) court-appointed guardian or custodian;

d) biological grandparent;

e) sibling (by blood or adoption); or

f) child (by blood or adoption).

To be eligible for Military Family Leave, an employee

a) must have been employed by the Library for at least 12 months and

b) must have worked at least 1,500 hours during the 12-month period immediately preceding the date that the leave is to begin.

Leave Entitlement

Eligible employees may take up to 10 days off work per year as Military Family Leave. Under this policy, a year is a "rolling" 12-month period measured backward for each employee from the date he uses Military Family Leave. Leave can be taken during:

a) the 30 days before active duty orders are in effect;

b) during a leave provided to the one on active duty while the active duty orders are in effect; and

c) the 30 days after the termination of the active duty orders.

Notification Requirements

Employees must provide a written request for Military Family Leave to Human Resources and provide a copy of active duty orders, if available, before taking leave. This request must be made at least 30 days before the date the requested leave is to begin unless the active duty orders are issued fewer than 30 days prior to the date the requested leave is to begin.

Substitution of Paid Leave

Military Family Leave is unpaid, but employees may use vacation days during this leave upon request. However, employees may not request or use any paid medical/sick benefit while on Military Family Leave.

Continuation Of Benefits

The Library will maintain an employee's coverage under its Health and Life Plan on the same conditions during Military Family Leave as if the employee had been employed continuously during the leave period. An employee who wishes to continue health coverage must continue to pay his share of the premiums during the leave period to maintain coverage.

Job Restoration/No Retaliation

Upon return from this leave, employees will generally be restored to their position. No action will be taken against an employee because of the use of this leave. If, during the leave, a layoff or other event occurs that would have changed, or even eliminated, your job had you not taken leave, you will have no greater rights than if he had been continuously employed during the leave.

E. Military Leave

The Library will comply with all applicable laws regarding military leaves of absence. You may elect to use vacation during military service.

5/09; revised 4/21

FILED

APR 13 2021

Donya D. Jordan
Auditor, Jasper Co.

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS __12th____ DAY OF _____April____________, 2021.

NAY

AYE

Julie Davidson

ATTEST:
Julie L. Davidson
Secretary of the Jasper County Public Library Board

THANKS

ma

Hello Board Members!

Thank you so much for the letter congratulating me on 20 YEARS of employment at the DeMotte Library. How can that have happened - 20 YEARS? Makes me sound old, doesn't it? Maybe because I am getting old! ☺ All those years wouldn't have happened if I didn't enjoy it!

Thanks, too, for the extra day off in April. I already had a week of vacation scheduled & that extra day is a blessing! Here's to many more years - (although probably not 20!) Kim Delger

Director's Report
March 2021

Consent Agenda

You will be approving the minutes of the March board meeting, bills, and financial reports.

2021 Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the 2021 Salary Ordinance as presented.**

Policies for Review: I recommend revisions to our FMLA/Military Leave Policy. Please see R 10. The proposed revisions for our FMLA/Military Leave Policy come directly from our employment law attorney. I ask him to review the policy every other year to make certain we are following best practice, and then I present his recommendations to you for approval. **If you approve the Consent Agenda items, you will approve the revisions to the FMLA/Military Leave Policy as presented.**

Workshop Request: I am requesting permission to register staff for virtual TLCU 2021, Libraries Reimagined. TLC is our automated system and at this virtual event our staff will be able to network with fellow librarians and learn about software updates and future developments to our system. There will also be opportunities to discuss personal library needs with support staff. Money has been budgeted for registration fees, $299 for unlimited attendees. **If you approve the Consent Agenda items, you will approve registering staff for TLCU 2021.**

General Business:

Annual Impacts - Report by DeMotte Branch Manager: Shannon Heldak will present her Annual Impact Report at the April Board meeting, reporting on adult and youth services.

DeMotte Library Parking Lot Project Update: At our March board meeting I reported that the Town of DeMotte had received our parking lot plans and sent them on to their engineering firm for approval. At that time, we had not received any word of approval. At our March meeting the board moved to approve the plans and submit them for public bid subject to the approval of the Town of DeMotte. A few days after our meeting Harry received correspondence from Kim Kendrick, DeMotte Building Commissioner, along with a letter from the engineering firm with some comments and questions. One comment caught our attention: **10th Street is not a public right-of-way and is owned by KV School Corporation. If access to 10th Street is to be considered an easement from the School Corporation would be required.** Harry reported this to me, explaining that Dave Tiemens of Tiemens Land Surveying confirmed that 10th Street is owned by the school corporation when he called him to inquire. I contacted our attorney, Ed Dumas to find out how we seek an easement from the school. I explained that our current plans include a need to access 10th street.

Our architect, Harry, has stated that this is the preferred design. It is the design approved by the board. Ed called and explained the process to seek an easement to me and what he needed to get started. We both wondered at this news about 10th street. It seemed so unusual since the houses had driveways that accessed it. A few days later Ed called me again. He had a discussion with Jasper County Abstract about 10th street that was platted several years ago as Tracy Street. After some back-and-forth discussion with JC Abstract it seems that Beacon GIS has made a mistake regarding this plat and Ed has made a request for information on our behalf and is working on straightening this out. Ed went on vacation on March 26, so I have not heard back from him yet, but our project is on hold until we sort this out.

Advance Tax Draw: To ensure that we receive tax money just as soon as it is available for distribution, we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw.

Report on JCPL Volunteers: In 2018 a board member asked how the board might acknowledge/thank library volunteers. At that time, I reported to the board that each library has their own way to thank library volunteers. Past practice has included: Wheatfield puts volunteer names in the paper and has a pizza party; DeMotte has a pizza party for teens, writes thank-you notes, gets gifts, verbal thank-yous; Rensselaer has a pizza party for teens, thank-yous and small tokens are given, coffee tea & chocolates are made available during People Count Week; DeMotte and Wheatfield provide a thank-you breakfast and carry in for the Friends when they decorate for the holidays and take the decorations down. Thank-you notes/letters from a board member would be welcomed. I suggested a volunteer report to the board presented annually in April, and the board agreed this would be welcomed. Due to COVID – 19 we have not used library volunteers as we typically do this past year, but I am compiling a list for you which I hope to distribute at our April meeting. This list will help you be better aware of who volunteers so that you can possibly thank them in person when you see them or write thank-you notes if you wish.

Director Review: You will be doing my evaluation at the May board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a stamped envelope for you to use to mail this evaluation form to Kristie Housman, chair of the director's evaluation committee. Kristie will need to provide you with a deadline so that the committee can meet to prepare a written evaluation for me before the May meeting. At the May meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Janelle Harper and Julie Davidson also serve on this committee.

Director's Report

On April 1, 2021 we did move to Phase 6 of our Re-Open Plans. Our public hours have expanded. We will be offering a greater variety of in-person library programs, and library volunteers have officially returned. We are following the Governor's Executive Order regarding face coverings. Effective April 6 face coverings are encouraged. I did check with the Jasper County Health Department. They are not requiring face coverings at the time of this report.

National Library Week is being celebrated April 4-10. This year we issued a challenge during National Library Week: a battle of the branches to determine which library has the most active readers! All ages are welcome, as each branch is rallying their avid readers to help them claim victory in this contest.
It is a friendly competition, of course! We are passing out We Love Our Library signs, too! If you need one, we will have some available at our April meeting.

We are also celebrating National Poetry Month. In the month of April individuals are encouraged to submit a recording (video or audio) of themselves reading a poem, their own or someone else's, or by snapping a picture of a poem they have written or done using blackout poetry techniques. Entries will be shared on our Facebook page, and prizes will be divided into age groups: children, teen, and adult. Winners must have a Jasper County library card to be eligible.

Children's Librarians have been hard at work on Summer Reading plans. Our program will be six weeks long. We will plan for outside programs and have back up plans for inclement weather. Based upon what we know now, we will assume social distancing and face coverings will be recommended for public outdoor programs. We are partnering with our local parks as we seek outside space to hold our programs. We have applied for an REMC Grant. Funds would be used to purchase prizes. Masks with animal faces are a possibility, too. This year's theme is Tails & Tales.

Our Building Insurance is renewing in April with a 3% increase, up $733. Last year our insurance went down 1% and the year before that it went down 5%. I am happy with our provider, cost, and service.

I did complete the 2021 Government Units Survey for the U. S. Census Bureau.

We have resumed work on our Digital Literacies Initiative with MCLS.

We are also applying for an LSTA Digitization Grant hoping to secure funding we will use to digitize microfilm.

System Administrator News

Sheila reports, "Our exchange email server was one of the "thousands" (I expect this number to rise exponentially) to have been attacked in the late February "zero-day exploit" that has been in the news. We discovered the attack quickly (only a few days) after Microsoft released the patch and the tools to determine if our server has been attacked. The process to test for the exploit, update our server with the patch, and fix files that were affected was a lengthy, multi-day process. We determined that the attacker did NOT get past the initial automatic stage of installing the exploit so the attacker could come back and manually use the exploit to gain information. Email was down for three hours while we ensured ours was not at the point of manual attack. We kept staff external JCPL email access disabled until we were certain our servers were safe from further attack."

Technical Services News

Becky reports, "I continued working on updating the Technical Services Procedure Manual. We had a meeting of the Text Message Notification work group. We are still testing this and have been in contact with TLC about it. We have received Courtesy Notices, but no Overdue Notices. I attended the marketing meeting. We have made most selections and are ordering things currently."

DeMotte Library News

Shannon reports, "Karla created four Felt Board Activity Kits that can be checked out, just like our Story Time kits. Each Felt Board kit contains one book with created felt pieces so the child can retell the story. There are also three to four additional rhymes in each box. This was a time-consuming project, but we believe our young patrons and their families will enjoy using these at home because they loved our felt board rhymes during Story Time and Toddler Time. Neile coordinated the lobby display case with Alan Hooper, President of the National Beekeeper's Alliance. It was a popular display. Neile had honeybee books on display and 7 books were checked out."

Rensselaer Library News

Linda reports, "We held hybrid (mix of in person & Zoom) book discussion groups this month. Mel offered a Facebook Live trivia competition that was well received, and she has a second one planned for the beginning of April. Kari & Mel offered adult Take and Make craft kits of "2020 survivor badge." Janice reports, "We continue to record more stories to give to Head Start with crafts. We continue to provide story time kits for parents, and they seem to like them. We have been providing take and make crafts also. We now have two St. Augustine classes coming in weekly. We have a couple of outdoor, face to face programs scheduled for May and we are looking forward to them."

Wheatfield Library News

Evie reports, "It has been my goal to create some interactive activities/displays in the library in place of in-house programming. This month, I created a Cubs v. Sox display, where patrons could place the logo of their favorite team on the field. Patrons really seemed to enjoy it! By the way, Cubs won! We are planning a huge puzzle for April and National Library Week, where patrons are asked to take the pieces home, color them, and return them – we have a theme to go with it – "We are not complete without you."

Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet. - Patty

Report - Jasper County Public Library Volunteers 2020

Due to COVID – 19 we did not use library volunteers as we typically do.

DeMotte Library – did not have any volunteers in 2020

Rensselaer Library -

CDC - cleaning library materials, some shelf reading
Alex Morales - 1.00
Amanda - 5.25
Andy - 4.75
Brandi Patzschke - 2.00
Chelsea - 12.00
Evan - 0.50
Katie - 2.50
Keith Marion - 8.50
Kelli Hilton - 9.75
Lorrie - 4.00
Mike Brown - 6.25
Mike Marion - 2.00
Michael Wood - 2.50
Phillip C - 7.25
Schuyler - 1.50

Help at home - reinforcing cd pockets at front desk
Veronica Zenner - 3.00
Ashley - 6.50

Adults - genealogy and other projects
Micklin Rahe - 9.00
Janett Kingman - 13.00
Paula Reed - 34.50

Total 135.75

Summary: 22 Volunteers, mostly clients of the CDC or Help at Home, contributed 135.75 hours to the Rensselaer Library in 2020. Paula Reed contributed the most with 34.5 hours, including several hours during the summer when we were open and before our county counts started climbing. Mick Rahe is an autistic adult who sought us out as a place to volunteer. He is able to do higher functioning tasks within certain parameters, and we have worked with him to find tasks he is both suited to and interested in. There were no volunteers this year for People Count Week or Summer Reading.

Wheatfield Library –

Kylee Geeve	KVHS student	1 hour
Autumn Misch	KVHS student	1 hour
MK Schultz	KVHS student	1 hour

F1

JCPL FINANCIAL STATEMENT
March 31, 2021

	Beginning 2021 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$986,255.79	$176,366.54	$536,750.65	$58,353.45	$174,958.29	$624,463.43
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$23,037.10	$1,681.24	$3,350.17	$3,897.61	$6,956.60	$26,643.53
DeMotte	$7,596.28	$370.83	$555.77	$26.16	$2,560.15	$9,600.66
Rensselaer	$13,051.35	$812.79	$2,221.79	$3,664.15	$4,164.15	$14,993.71
Wheatfield	$2,389.47	$497.62	$572.61	$207.30	$232.30	$2,049.16
Library Improvement Reserve Fund	$232,233.18	$0.00	$0.00	$21.00	$57.27	$232,290.45
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,276,263.01	$0.00	$2,210.00	$128.40	$406.32	$2,274,459.33
Includes Investments of: $2,107,894.54						
State Technology Fund Grant Fund	$1,101.29	$1,782.00	$3,564.00	$0.00	$17,448.98	$14,986.27
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$78.67	$0.00	$55.26	$4.37	$5.09	$28.50
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$7,057.14	$23,135.48	$7,057.14	$23,135.48	$0.00
FICA Tax Collected	$0.00	$7,728.22	$24,689.54	$7,728.22	$24,689.54	$0.00
State Tax Collected	$0.00	$3,492.45	$11,116.36	$3,492.45	$11,116.36	$0.00
County Tax Collected	$0.00	$2,638.36	$8,488.17	$2,638.36	$8,488.17	$0.00
INPRS	$0.00	$2,877.18	$9,942.95	$2,877.18	$9,942.95	$0.00
Deferred Comp Plan	$0.00	$2,940.00	$8,770.00	$2,940.00	$8,770.00	$0.00
Pre-tax Insurance Plan	$0.00	$4,704.47	$12,254.02	$4,159.38	$12,481.34	$227.32
Life Insurance	$0.00	$668.90	$1,081.26	$336.64	$1,079.60	($1.66)
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,522,381.94	$211,936.50	$645,407.86	$93,634.20	$299,535.99	$3,176,510.07

F2

Bank Balances

Jasper County Public Library

Report as of: **03/31/21**

	Bank	
1	Alliance Bank	$1,068,345.53
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,107,894.54
	Total all banks =	**$3,176,510.07**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$140.76	Jan-21
								$110.81	Feb-21
								$113.34	Mar-21

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: $364.91

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **03/01/21** *To* **03/31/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$81,162.00	$0.00	$81,162.00	$6,763.46	$20,223.65	$60,938.35	75.1
1.12 SALARY OF ASSISTANTS	$1,205,452.00	$0.00	$1,205,452.00	$90,572.06	$290,177.37	$915,274.63	75.9
1.13 WAGES OF JANITORS	$98,306.00	$0.00	$98,306.00	$6,744.87	$21,344.87	$76,961.13	78.3
1.21 EMPLOYER'S SHARE-FICA	$105,946.00	$0.00	$105,946.00	$7,728.22	$24,689.54	$81,256.46	76.7
1.22 UNEMPLOYMENT COMPENSATION	$2,464.00	$0.00	$2,464.00	$0.00	$0.00	$2,464.00	100.0
1.23 EMPLOYER'S CONTRIB.- PERF	$124,140.00	$0.00	$124,140.00	$9,488.30	$30,311.55	$93,828.45	75.6
1.24 EMPLOYER'S CONTRIB.- INS.	$167,607.00	$0.00	$167,607.00	$11,741.10	$35,371.38	$132,235.62	78.9
Subtotal	*$1,785,077.00*		$1,785,077.00	$133,038.01	$422,118.36	$1,362,958.64	76.4
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$45.52	$454.48	90.9
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$298.15	$734.91	$6,265.09	89.5
2.21 CLEANING & SANITATION SUPPLIES	$7,000.00	$0.00	$7,000.00	$497.73	$2,088.19	$4,911.81	70.2
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$453.70	$1,624.99	$3,875.01	70.5
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$77.87	$131.04	$618.96	82.5
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$461.41	$1,836.07	$14,663.93	88.9
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$1,788.86	$6,460.72	$33,289.28	83.7

3. Other Services and Charge

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$510.00	$1,050.00	$3,950.00	79.0
3.14 OTHER PROFESSIONAL SERVICES	$6,400.00	$0.00	$6,400.00	$16.32	$203.48	$6,196.52	96.8
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$374.87	$2,103.93	$16,896.07	88.9
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$3,750.00	$9,750.00	$21,750.00	69.0
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$13,000.00	$0.00	$13,000.00	$1,077.78	$3,233.25	$9,766.75	75.1
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$150.00	$150.00	$1,850.00	92.5
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$714.00	$2,104.20	$17,895.80	89.5
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$0.00	$0.00	$9,000.00	100.0
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$53.90	$129.75	$1,670.25	92.8
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$2,285.95	$3,455.59	$81,864.41	95.9
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$243.50	$243.50	$556.50	69.6
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,500.00	$0.00	$27,500.00	$0.00	$319.00	$27,181.00	98.8
3.51 GAS	$25,000.00	$0.00	$25,000.00	$1,963.68	$4,792.28	$20,207.72	80.8
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$6,896.94	$19,680.89	$90,319.11	82.1
3.53 WATER	$3,500.00	$0.00	$3,500.00	$246.50	$698.23	$2,801.77	80.1
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$586.83	$1,765.40	$6,234.60	77.9
3.61 BUILDING & STRUCTURES	$117,000.00	$0.00	$117,000.00	$5,577.19	$13,245.20	$103,754.80	88.7
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$109.03	$190.09	$109.91	36.6
3.91 DUES	$2,600.00	$0.00	$2,600.00	$75.00	$1,579.11	$1,020.89	39.3
3.93 TAXES & ASSESSMENTS	$2,100.00	$0.00	$2,100.00	$0.00	$0.00	$2,100.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.98 MAINTENANCE/SERVICE CONTRACTS	$108,690.00	$0.00	$108,690.00	$8,239.64	$22,603.18	$86,086.82	79.2
Subtotal	*$603,430.00*		$603,430.00	$32,871.13	$87,597.08	$515,832.92	85.5
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$42,000.00	$0.00	$42,000.00	$0.00	$221.78	$41,778.22	99.5
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$5,177.13	$11,589.38	$138,410.62	92.3
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$240.00	$3,573.72	$12,926.28	78.3
4.53 NONPRINTED MATERIALS	$64,000.00	$0.00	$64,000.00	$3,251.41	$5,189.61	$58,810.39	91.9
Subtotal	*$272,500.00*		$272,500.00	$8,668.54	$20,574.49	$251,925.51	92.4
Grand Total	$2,700,757.00	$0.00	$2,700,757.00	$176,366.54	$536,750.65	$2,164,006.35	80.1

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3c

Appropriation Report for 276 STATE TECHNOLOGY FUND

F3d

Jasper County Public Library

Report Date: From **03/01/21** *To* **03/31/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$3,564.00	($3,564.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$3,564.00	($3,564.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$3,564.00	($3,564.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From 03/01/21 To 03/31/21

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37997	132	AARON'S LAWN CARE	03/08/21	DeM & Wh: Snow removal	$4,500.00
37998	133	ABLE PAPER & JANITORIAL S	03/08/21	Vacuum repair parts	$63.88
37999	134	ADVANCED IMAGING SOLUTI	03/08/21	Quarterly maintenance agreement on patron copiers	$507.57
0	135	AFLAC	03/08/21	Supplement Insurance February 2021 (Conf #1016)	$920.95
38000	136	ANTHEM BLUE CROSS BLUE	03/08/21	Health insurance premiums- March 2021	$14,463.90
38001	137	ANTHEM LIFE	03/08/21	Life insurance premiums- March 2021	$105.50
38002	138	BAKER & TAYLOR	03/08/21	Books, Continuations, AV, Auto. Yours	$5,443.80
38003	139	BAKER & TAYLOR ENTERTAIN	03/08/21	AV	$1,480.57
38004	140	CHICAGO TRIBUNE	03/08/21	DeM & Rens: Newspaper subscriptions Acct# 20468938	$240.00
38005	141	COLLABORATIVE SUMMER LI	03/08/21	Staff summer reading t-shirts	$62.00
38006	142	DELTA DENTAL	03/08/21	Dental insurance premiums- March 2021	$667.38
38007	143	ENA SERVICES LLC	03/08/21	Internet Service- January 2021	$1,782.00
38008	144	FINDAWAY WORLD, LLC	03/08/21	Playaways, Wonderbooks	$754.38
38009	145	HAMSTRA BUILDERS, INC.	03/08/21	Wh: 2021 HVAC Service Contract	$1,220.00
38010	146	ICC BUSINESS PRODUCTS	03/08/21	Janitorial, library, and office supplies	$130.51
38011	147	KANKAKEE VALLEY HIGH SCH	03/08/21	2020 & 2021 Yearbooks	$115.00
38012	148	KROGER GARDIS & REGAS, L	03/08/21	Legal Assistance- COVID-19 Matters	$510.00
38013	149	LINDA POORTENGA	03/08/21	Mileage 2/17/21	$24.64
38014	150	MICHAEL R. ANDERSON	03/08/21	Rens: Snow removal 1/31-2/5/21	$387.50
38015	151	MIDWEST TAPE	03/08/21	AV	$495.77
38016	152	NIMBO IP LLC	03/08/21	Monthly Managed Service- February 2021	$815.00
38017	153	NITCO	03/08/21	DeM: Local phone service March 2021	$139.48
38018	154	PATTY STRINGFELLOW	03/08/21	Mileage 1/4-2/19/21	$68.88
38019	155	PRECISION CONTROL SYSTE	03/08/21	Rens: HVAC repair	$579.69
38020	156	RENSSELAER CHAMBER OF C	03/08/21	2021 Annual Membership Dues	$75.00
38021	157	SCOTT VRABLIK	03/08/21	Minecraft Mania virtual program presenter	$125.00
0	158	SPRINT	03/08/21	Hotspot Data Service 1/12-2/11/21 (Conf #1015)	$1,118.54
38022	159	THE LIBRARY CORPORATION	03/08/21	OPAC Enrichment: Mar 2021-Feb 2022; SIP Software: Mar 2021-Feb 2022	$6,373.00
38023	160	TRUGREEN PROCESSING CE	03/08/21	Ice melt	$98.00
38024	161	UNIQUE MANAGEMENT SERVI	03/08/21	Collections: Initial/Secondary Placements- January 2021	$26.85
0	162	PAYROLL	03/10/21	PAYROLL	$48,404.57
38025	163	ACE HARDWARE	03/08/21	Plexiglas, toilet tank gasket, light bulbs	$109.95
38026	164	BLUETARP FINANCIAL, INC	03/08/21	Ice melt	$83.94
38027	165	BUSINESS CARD	03/08/21	Books, We Love Our Library yard signs, Zoom monthly subscription, Adobe Creative Cloud renewal, PO Box rental, library supplies, background check	$2,120.60
38028	166	CENTURYLINK	03/08/21	Long distance phone charge Acct# 82298462	$0.09
38029	167	CENTURYLINK	03/08/21	Rens: Fax line service- March 2021	$57.31
38030	168	CULLIGAN WATER CONDITIO	03/08/21	Wh: Water Cooler Rental- February & March 2021 (replaces check# 37986 lost in mail, AP# 110)	$26.06
38031	169	DEMCO	03/08/21	Crystal clear tape	$252.72
38032	170	GRAINGER	03/08/21	Ballasts, bathroom cleaner, isopropyl rubbing alcohol	$191.72
38033	171	INDIANA WASTE SERVICE	03/08/21	DeM. & Wh: Trash pick-up March 2021	$147.00
38034	172	KANKAKEE VALLEY PUBLISHI	03/08/21	Annual Financial Report legal ad	$243.50
38035	173	KROOSWYK PLUMBING, HEAT	03/08/21	DeM: Backflow test	$110.00
38036	174	NIPSCO	03/08/21	DeM & Wh: Gas & electric service 1/29-3/1/21	$5,651.39
38037	175	OFFICE DEPOT	03/08/21	Library, janitorial, & office supplies	$571.75
38038	176	OVERDRIVE, INC.	03/08/21	Advantage Account: Deposit on Account for Future Content Purchases	$3,750.00

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38039	177	POSTMASTER	03/08/21	Stamps, pre-stamped postcards	$150.00
38040	178	QUILL LLC	03/08/21	Library, janitorial, & office supplies	$286.39
38041	179	THE LIBRARY STORE	03/08/21	Acrylic slatwall troughs	$53.75
38042	180	UNIQUE MANAGEMENT SERVI	03/08/21	Collections: Initial/Secondary Placements- February 2021	$44.75
0	181	CHRISTINA SANDERS	03/10/21	Courier Mileage 2/16 -2/25/21 (Conf. #1017)	$277.76
0	182	GREAT-WEST RETIREMENT	03/10/21	Annuity Withheld 3/10/21 payroll (Conf. #1020)	$1,470.00
0	183	IRS USA TAXPAYMENT	03/10/21	Federal Withholding, Medicare, & FICA withheld 3/10/21 Payroll & Ins. (Acknowledgement 24803184)	$10,335.87
0	184	INPRS fbo PERF	03/10/21	INPRS Contributions 3/10/21 Payroll	$5,820.49
0	185	TOWN OF DEMOTTE	03/10/21	Dem: Sewer & Water : February 2021 (Conf #1019)	$174.80
0	186	TOWN OF WHEATFIELD	03/10/21	Wh: Sewer Service- March 2021 (Conf# 1018)	$77.35
0	187	PAYROLL	03/25/21	PAYROLL	$55,675.82
0	188	AFLAC	03/25/21	Supplemental Insurance March 2021 (Conf #1025)	$920.95
0	189	ALLIANCE BANK	03/25/21	Direct Deposit Fees - February 2021	$36.50
0	190	CENTURYLINK	03/25/21	Wh: Fax line March 2021 (Conf #1022)	$65.90
0	191	CHRISTINA SANDERS	03/25/21	Courier Mileage 3/1-3/15/21 (Conf. #1024)	$342.72
0	192	CITY OF RENSSELAER	03/25/21	Rens: Utilities: 2/5-3/8/21 (Conf #1023)	$3,643.41
0	193	GREAT-WEST RETIREMENT	03/25/21	Annuity Withheld 3/25/21 payroll (Conf. #1026)	$1,470.00
0	194	INDIANA DEPARTMENT OF RE	03/25/21	State & County Taxes withheld March 2021 Payrolls	$6,130.81
0	195	INPRS fbo PERF	03/25/21	INPRS Contributions 3/25/21 Payroll	$6,544.99
0	196	IRS USA TAXPAYMENT	03/25/21	Federal Withholding, Medicare, & FICA withheld 3/25/21 Payroll & Ins. (Acknowledgement# 25093073)	$12,177.71
0	197	VSP INSURANCE CO. (CT)	03/25/21	Vision insurance premiums- March 2021	$35.79
0	198	SPRINT	03/25/21	Hotspot Data Service 2/12-3/11/21 (Conf #1027)	$1,167.41
37986	199	CULLIGAN WATER CONDITIO	03/26/21	Void Voucher# 110, Check# 37986. Check lost in mail. (check replaced w/ AP#168)	($13.03)
0	200	ALLIANCE BANK	03/31/21	Positive Pay Fee- March 2021	$15.00
0	201	SQUARE, INC	03/31/21	Merchant Processing Fees- March 2021	$15.97

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$211,936.50**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, April 06, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$211,936.50**

Date this 12th **day of** April **,20** 21 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F-5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
March 31, 2021

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$633.17	$1,971.50
DeMotte	$135.95	$625.71		
Rensselaer	$354.61	$951.11		
Wheatfield	$142.61	$394.68		
PHOTOCOPIES:			$796.55	$2,172.27
DeMotte	$371.30	$780.95		
Rensselaer	$307.45	$1,096.52		
Wheatfield	$117.80	$294.80		
INTEREST (Checking, Repurchase, CDs):			$65.87	$207.59
TAXES:			$56,766.92	$170,300.76
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$56,766.92	$170,300.76		
TAXABLE SALES:-			$7.94	$18.24
REFUNDS:			$83.00	$287.93
Rebates/Refund	$83.00	$83.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$0.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$204.93		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$58,353.45**	**$174,958.29**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$3,897.61	$6,956.60
DeMotte	$26.16	$2,560.15		
Rensselaer	$3,664.15	$4,164.15		
Wheatfield	$207.30	$232.30		
LIB. IMPROV. RESERVE FUND:			$21.00	$57.27
Interest Earned	$21.00	$57.27		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$128.40	$406.32
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$128.40	$406.32		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$17,448.98
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$4.37	$5.09
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
SUB-TOTAL (page 1)			**$62,404.83**	**$199,832.55**

F5b

WITHHOLDING ACCOUNT FUNDS:			$31,229.37	$99,703.44
FIT Tax Collected	$7,057.14	$23,135.48		
FICA Collected	$7,728.22	$24,689.54		
State Tax Collected	$3,492.45	$11,116.36		
County Tax Collected	$2,638.36	$8,488.17		
INPRS	$2,877.18	$9,942.95		
Deferred Comp Plan	$2,940.00	$8,770.00		
Pre-tax Insurance Plan	$4,159.38	$12,481.34		
Life Insurance	$336.64	$1,079.60		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$93,634.20**	**$299,535.99**

F-6a

Voucher List

Jasper County Public Library

Report Date: From **04/01/21** *To* **04/12/21**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	202	PAYROLL	04/09/21	PAYROLL	$59,576.59
38043	203	AARON'S LAWN CARE	04/12/21	Rens: Landscape work on east, south, & west sides; river rock, landscape fabric, gutter extensions	$4,405.00
38044	204	ACE HARDWARE	04/12/21	Foam tape, toilet repair parts	$36.97
38045	205	ANTHEM BLUE CROSS BLUE	04/12/21	Health insurance premiums- April 2021	$14,463.90
38046	206	ANTHEM LIFE	04/12/21	Life insurance premiums- April 2021	$109.55
38047	207	BAKER & TAYLOR	04/12/21	Books, Continuations, AV, Auto. Yours	$9,596.99
38048	208	BAKER & TAYLOR ENTERTAIN	04/12/21	AV	$1,775.15
38049	209	BUSINESS CARD	04/12/21	Library supplies, conference registrations, Zoom subscription	$280.22
38050	210	CAPITAL ONE TRADE CREDIT	04/12/21	Sakrete concrete mix	$4.79
38051	211	CARRIAGE PAPER PRODUCT	04/12/21	Thermal receipt paper rolls, disinfectanct spray	$284.32
38052	212	CENTURYLINK	04/12/21	Rens: Fax line service- April 2021	$57.64
38053	213	CI INSURANCE	04/12/21	Semi-annual premium for building insurance; annual premium for workers comp	$14,598.50
38054	214	CIRCLE SUPPLY INC.	04/12/21	Toilet repair parts	$48.92
38055	215	CULLIGAN WATER CONDITIO	04/12/21	Wh: Water Cooler Rental- April 2021, 5-gallon drinking water- 10	$100.03
38056	216	DELL MARKETING L.P.	04/12/21	Toner	$535.76
38057	217	DELTA DENTAL	04/12/21	Dental insurance premiums- April 2021	$572.04
38058	218	ENA SERVICES LLC	04/12/21	Internet Service- February 2021	$1,782.00
38059	219	FINDAWAY WORLD, LLC	04/12/21	Playaways, Wonderbooks	$678.11
38060	220	GREY HOUSE PUBLISHING	04/12/21	Continuations	$432.50
38061	221	INDIANA ARCHIVES & RECOR	04/12/21	Microfilm	$338.00
38062	222	INDIANA WASTE SERVICE	04/12/21	DeM. & Wh: Trash pick-up April 2021	$147.00
38063	223	KONE, INC.	04/12/21	DeM: Elevator Maintenance Agreement 4/1-6/30/21	$483.81
38064	224	KROGER GARDIS & REGAS, L	04/12/21	Legal Assistance: FMLA Matters	$240.00
38065	225	MICHAEL R. ANDERSON	04/12/21	Rens: Snow removal 2/7-2/16/21	$482.00
38066	226	MIDWEST TAPE	04/12/21	AV	$504.32
38067	227	NEILE TRAINOR	04/12/21	Mileage 1/6-3/31/21	$58.80
38068	228	NIMBO IP LLC	04/12/21	Monthly Managed Service- March 2021	$815.00
38069	229	NIPSCO	04/12/21	DeM & Wh: Gas & electric service 3/1-3/31/21	$5,235.84
38070	230	NITCO	04/12/21	DeM: Local phone service April 2021	$140.24
38071	231	OLLIS BOOK CORPORATION	04/12/21	Books	$526.35
38072	232	PATTY EENIGENBURG	04/12/21	Mileage 3/16/21	$24.64
38073	233	POST TRIBUNE	04/12/21	DeM & Rens: Newspaper subscriptions Acct# 44365252	$123.50
38074	234	PRECISION CONTROL SYSTE	04/12/21	Rens: HVAC repair	$493.50
38075	235	RAYANN GILMORE	04/12/21	Mileage 1/19/21	$19.10
38076	236	ROEING CORPORATION	04/12/21	Tech Maintenace Support 2021- 2nd installment; KVM Switch	$5,345.00
38077	237	STEVE'S SPECIALIZED SERVI	04/12/21	Laundry	$38.00
38078	238	TRUGREEN PROCESSING CE	04/12/21	Wh: Ornamental bed weed control	$326.55
38079	239	UNIQUE MANAGEMENT SERVI	04/12/21	Collections: Initial/Secondary Placements- March 2021	$116.35
38080	240	UNIVERSITY OF WISCONSIN-	04/12/21	Lost ILL item# 207073496	$20.00
38081	241	WAL-MART COMMUNITY/SYN	04/12/21	Library supplies	$16.54
0	242	CHRISTINA SANDERS	04/09/21	Courier Mileage 3/51-3/31/21 (Conf. #1029)	$416.64
0	243	GREAT-WEST RETIREMENT	04/09/21	Annuity Withheld 4/9/21 payroll (Conf. #1031)	$1,520.00
0	244	INDIANA DEPT. OF WORKFOR	04/09/21	1st Quarter 2021 Unemployment Compensation Pymt Conf #3761315	$1,458.81
0	245	INPRS fbo PERF	04/09/21	INPRS Contributions 4/9/21 Payroll	$6,959.65

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	246	IRS USA TAXPAYMENT	04/09/21	Federal Withholding, Medicare, & FICA withheld 4/9/21 Payroll & Ins. (Acknowledgement# 62933408)	$13,180.37
0	247	TOWN OF DEMOTTE	04/09/21	Dem: Sewer & Water : March 2021 (Conf #1028)	$127.62
0	248	TOWN OF WHEATFIELD	04/09/21	Wh: Sewer Service- April 2021 (Conf# 1030)	$77.35
38082	249	COLLABORATIVE SUMMER LI	04/12/21	Summer Reading supplies	$214.58
38083	250	ENA SERVICES LLC	04/12/21	Internet Service- March 2021	$1,782.00
38084	251	ICC BUSINESS PRODUCTS	04/12/21	Janitorial supplies	$11.94
38085	252	RENSSELAER ROTARY CLUB	04/12/21	1st quarter dues	$52.00
38086	253	VSP INSURANCE CO. (CT)	04/12/21	Vision insurance premiums- April 2021	$214.74
				Total Amount of Claims	**$150,849.22**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, April 12, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$150,849.22**

Date this 12th **day of** April **,20** 21 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

MAY

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 10, 2021, 6pm
Rensselaer Public Library

Executive Session: To discuss an employee job performance evaluation. (IC 5-14-1.5-6.1).

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of April Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)

General Business

Staff Development Day (R 12)	Action
DeMotte Parking Lot Project Update (R 12)	Information

Director's Report (R 12 – R 15)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **April 12, 2021**
Jasper County Public Library Board of Trustees **DeMotte Library**
6:00 PM

Present: Kevin Kaluf, Janet Umlauf, Janelle Harper, Julie Davidson, Mark Heinig, Patricia Stringfellow, Rayann Gilmore, Shannon Heldak
Absent: Kristie Housman, Natalie Waling

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the March Board Meeting Minutes, bills/financial reports, FMLA/Military Leave Policy revisions, Salary Ordinance Update, and request to register staff for virtual TLCU 2021 were approved as presented on a motion by J. Umlauf, seconded by J. Davidson. Motion passed.

Annual Impacts – Report by DeMotte Branch Manager: S. Heldak, DeMotte Branch Manager, reported that 2020 was the year of PIVOT. We were constantly learning, evaluating, changing, and growing. Youth Services held their first entirely online Summer Reading program with no in-person programs but online activities such as a professional performer video from Science Tellers, Story Time videos recorded by Youth Services staff, and an online escape room were offered. Patrons were able to create an online profile, upload a profile picture, write a bio about themselves, and write reviews for books logged. There was less participation than in years past. 23 teens participated which is quite low but 19 of them completed all 360 minutes which is an 83% completion rate! Many teens continued to log their reading online even after completing the 360 minutes with some ending the program with 1,000-2,000 minutes read. Teens seemed to like having an online place to track their reading and interact with peers. We changed how we offered programs and activities – again, PIVOT. We created interactive displays such as "Who Am I" character silhouettes in the windows so patrons could guess children's book characters from inside the library or from outside while waiting for curbside service and Guess the Artist displays. Story Time kits and Felt Board kits have been created for patrons to check out and take home. Story Time kits feature books packaged with an activities folder and Felt Board kits feature a book and 3-4 felt board rhymes. Families have enjoyed taking the kits home since they have missed in-person Lapsit, Toddler Time, and Story Time programs. We also tried Book Bundles with two-chapter books packaged together with crafts or activities, but these didn't really take off. Other programs have included partnering with Purdue Extension Office to offer an outdoor program on basic nutrition, recording Santa reading three stories and posting them on Facebook & YouTube since kids couldn't visit with Santa, and playing Minecraft on a private server. We worked closely with the other libraries to help provide some of these programs so that all JCPL patrons could benefit.

Because of the COVID-19 pandemic, we had to change the way we offer some of our services, meanwhile some of our regular services became that much more important. Adults had the same format for the Online Summer Reading Program as the kids and teens. This picked up a little bit slower for the adults, but we were still happy to be able to offer an alternative and patrons were just happy to be back in the building. Shortly after staff were back in the building, we were able to find a way to keep delivering Walking Books to our homebound patrons while keeping them and our staff safe. Patrons were so happy to hear from us and that we were still offering it. Many of our homebound patrons haven't left their house since the start of the COVID-19 pandemic and have had limited interactions with people. They really look forward to these weekly visits when they can see a friendly face and talk briefly. We not only provide books, movies, and puzzles, but we're providing human interaction which I think we all value more deeply now. Eventually, we were also able to safely read outside to our patrons at Oak Grove Retirement Village, again providing a much-needed service. An outdoor movie night for families was offered in October. The movie was shown on a large blown-up screen. Families brought blankets, chairs, and snacks. We were still able to offer our Adult Book Discussion, just in a new way that worked well for our patrons. Each member read the book and answered questions, which they turned in with their book. When they picked up the next book, every member's answers were compiled so they could read what others thought about it. A staff member also spoke with each member over the phone so they could briefly discuss the book. It's not conventional, but it worked. Patrons were still able to read and discuss the book with their fellow members in a way that kept everyone comfortable and safe. With people staying home more, our genealogy requests have definitely picked up. Not only are we helping local patrons find answers about their families, but we help people from other states connect with their ancestors who lived in DeMotte. The Golden Age Exhibit from the Indiana Historical Society had to be postponed. We look forward to having the display in the future. We continue to feature local artists on our Art Wall and work with patrons to create our foyer display case. This is something we did normally but has taken on new life during the pandemic. It's something for our patrons to come see and enjoy when they visit the Library. In October, we created the "Cabinet of Curiosities." We received an email from a patron that raved about the display case. Here's snippets of their email: *"stunning in its attention to the textures, colors, size ranges, materials and the overall WOW! factor..." "has the feeling of a display at the Smithsonian...".* We have several patrons tell us how happy they are that they can come back into the building and to see us. We work really hard to make everyone feel welcome during these unprecedented times. Some days if you ask any of us, we probably all feel like we have not done much this past year because we weren't doing our "normal" programs or services but looking back we were still able to reach our patrons and make connections with them in new ways. That is something for all of us to be proud of!

DeMotte Library Parking Lot Update: At the March board meeting P. Stringfellow reported that the Town of DeMotte had received our parking lot plans and sent them on to their engineering firm for approval. At that time, we had not received any word of approval. At our March meeting the board moved to approve the plans and submit them for public bid subject to the approval of the Town of DeMotte. A few days after our meeting our architect, Harry Mohler, received correspondence from Kim Kendrick, DeMotte Building Commissioner, along with a letter from the engineering firm with some comments and questions. One comment caught our attention: 10th Street is not a public right-of-way and is owned by KV School Corporation. If access to 10th Street is to be considered an easement from the School Corporation would be required. Harry reported this to P. Stringfellow, explaining that Dave Tiemens of Tiemens Land Surveying confirmed that 10th Street is owned by the school corporation when he called him to inquire. Attorney, Ed Dumas, was contacted to find out how we seek an easement from the school since our current plans include a need to access 10th Street. Harry has stated this is the preferred design and it is the design approved by the board. Ed explained the process to seek an easement and what he needed to get started. A few days later Ed called again and explained that he had a discussion with Jasper County Abstract about 10th Street that was platted years ago. After some back-and-forth discussion with JC Abstract it seems that Beacon GIS may have made a mistake regarding this plat and Ed has made a request for information on our behalf and is working on straightening this out. Our project is on hold until we sort this out.

Advance Tax Draw: To receive tax revenue as early as possible an Advance Tax Draw request must be made to the County Auditor. The request is valid for 30 days. M. Heinig made a motion to request an advanced draw, seconded by J. Harper. Motion passed.

Report of JCPL Volunteers: In 2018 a board member asked how the board might acknowledge/thank library volunteers. This was discussed and our current approach for volunteer recognition at each library was reported to the Board at the November 2018 Board Meeting. At that meeting P. Stringfellow suggested a volunteer report be presented to the Board annually in April. This list will help the Board be better aware of who volunteers so that board members could thank volunteers in person when they see them or write thank you notes if they wish. The Board agreed that an annual report would be welcomed. The annual report of Jasper County Public Library Volunteers was distributed to the Board indicating names of volunteers and number of hours they volunteer.

Director Review: P. Stringfellow passed out packets to each Board member containing her self-evaluation and an evaluation form for the Board member to complete. The evaluation forms should be completed and mailed to the chairperson, K. Housman, by April 26. The committee will meet and prepare a written evaluation before the May meeting. At the May meeting the evaluation will be discussed by the whole Board and then presented to P. Stringfellow in an executive session. J. Davidson and J. Harper also serve on this committee.

Director's Report: On April 1, 2021 we did move to Phase 6 of our Re-Open Plans. Our public hours have expanded. We will be offering a greater variety of in-person library programs and library volunteers have officially returned. National Library Week was celebrated April 4-10. This year we issued a challenge during National Library Week: a battle of the branches to determine which library has the most active readers! Wheatfield Library claimed victory in this contest. We are passing out We Love Our Library yard signs. Our building insurance is renewing in April with a 3% increase, up $733. Last year our insurance went down 1% and the year before it went down 5%. We are happy with our provider, cost, and service. The LSTA Digitization Grant application was due today. Staff worked tirelessly to get this application ready to submit learning a lot about the digitization of microfilm along the way. We were not able to get a quote from one company in time to complete the application this year so we have decided not to apply this year, but we will be ready for next year. As a part of this process, we did receive permission from Kankakee Valley Publishing to digitize our microfilm of the Rensselaer Republican and KV Post News to 2015.

J. Harper read a Thank You note that the Board received from a staff member.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:32 PM, seconded by J. Davidson.

Julie Davidson

Julie Davidson, Secretary

Attest: K. Kaluf, President

CIRCULATION BY HOLDINGS CODE
April 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	19	0	7	26
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	27	2	1	30
Blu-Ray (DBR)	98	1	2	101
Books on CD (DBKCD)	52	5	3	60
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	45	0	0	45
Digital Audiobooks (DDA)	8	0	0	8
DVD (DDVD)	967	68	54	1089
Equipment (DEQP)	31	0	0	31
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	327	16	17	360
Fiction Fantasy (DFICF)	1	1	1	3
Fiction Inspirational (DFICI)	82	4	1	87
Fiction Mystery (DFICM)	64	7	4	75
Fiction New (DFICNEW)	348	8	24	380
Fiction Science Fiction (DFICSF)	4	1	2	7
Fiction Western (DFICW)	5	0	1	6
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	7	1	1	9
Hanging Bags (DHANG)	12	3	1	16
Hotspots (DWIFI)	0	18	6	24
ILL (DILL)	20	0	3	23
Internet (DINTER)	353	0	0	353
Juv. Audio book (DJAUDB)	16	0	0	16
Juv. Biography (DJBIO)	23	0	9	32
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	20	2	0	22
Juv. Digital Device (DJDDP)	9	0	0	9
Juvenile Easy (DJE)	629	24	40	693
Juv. Easy Non-fiction (DJENF)	38	7	7	52
Juv. Easy Reader (DJER)	296	7	6	309
Juv. Easy Reader NF (DJERN)	4	1	0	5
Juv. Fiction (DJFIC)	459	25	40	524
Juv. Graphic Novel (DJGN)	75	3	11	89
Juv. Holiday books (DJHOL)	47	2	0	49
Juv. Launchpads (DPTAB)	1			1
Juv. Magazine (DJMAG)	12	0	0	12
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	231	16	36	283
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	171	7	2	180
Large Print Fiction (DLPF)	72	12	7	91
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	75	4	3	82
Large Print Nonfic (DLPNF)	5	1	0	6
Large Print Western (DLPW)	5	0	0	5
Magazine (DMAG)	332	0	1	333
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	1	0	7
Nonfiction 100 (DNF100)	6	1	0	7
Nonfiction 200 (DNF200)	10	1	0	11
Nonfiction 300 (DNF300)	30	6	1	37
Nonfiction 400 (DNF400)	4	0	1	5
Nonfiction 500 (DNF500)	6	0	1	7
Nonfiction 600 (DNF600)	98	32	13	143
Nonfiction 700 (DNF700)	34	0	5	39
Nonfiction 800 (DNF800)	8	2	0	10
Nonfiction 900 (DNF900)	22	7	0	29
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	32	1	2	35
Nonfiction (DNFIC)	2	0	2	4
Nonfiction New (DNFNEW)	122	9	16	147
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	5	0	0	5
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	57	0	58
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	8	0	0	8
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	75	5	5	85
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	7	2	2	11
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)				0
Storage (DZSTO)	3	0	0	3

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	17	1	19
Blu-Ray (RBR)	3	193	15	211
Books on CD (RBKCD)	2	49	6	57
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	6	69	4	79
Digital Audiobooks (RDA)	1	9	2	12
DVD (RDVD)	141	1257	59	1457
Equipment (REQP)	0	2	0	2
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	32	347	20	399
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	20	276	18	314
Genealogy (RGENE)	0	3	0	3
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	6	34	2	42
Hanging Bag (RHANG)	6	13	1	20
Hotspots (RWIFI)	2	20	3	25
ILL (RILL)	0	17	0	17
Internet (RINTER)	0	274	0	274
Juv. Audio book (RJAUDB)	1	3	1	5
Juv. Biography (RJBIO)	3	16	2	21
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	12	1	13
Juv. Digital Device (RJDDP)	0	4	0	4
Juvenile Easy (RJE)	46	216	39	301
Juv. Easy Non-fiction (RJENF)	15	49	1	65
Juv. Easy Reader (RJER)	16	198	1	215
Juv. Easy Reader NF (RJERN)	6	34	0	40
Juv. Fiction (RJFIC)	35	235	15	285
Juv. Graphic Novel (RJGN)	21	66	1	88
Juv. Launchpads (RPTAB)		4		4
Juv. Magazine (RJMAG)	0	2	0	2
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	37	176	19	232
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	94	3	97
Large Print Fiction (RLPF)	8	134	4	146
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	5	137	1	143
Large Print Nonfic (RLPNF)	1	6	0	7
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	4	159	0	163
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	2	2	0	4
Non-Fiction 100 (RNF100)	5	14	1	20

Non-Fiction 200 (RNF200)	1	11	1	13
Non-Fiction 300 (RNF300)	5	36	1	42
Non-Fiction 400 (RNF400)	0	2	0	2
Non-Fiction 500 (RNF500)	2	18	1	21
Non-Fiction 600 (RNF600)	18	100	18	136
Non-Fiction 700 (RNF700)	4	25	1	30
Non-Fiction 800 (RNF800)	1	5	0	6
Non-Fiction 900 (RNF900)	6	20	4	30
Nonfiction Blu-Ray (RNFBR)	2	1	0	3
Nonfiction DVD (RNFDVD)	7	41	1	49
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	31	113	22	166
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	2	0	2
Playaway View (RVIEW)	0	3	0	3
Professional Coll. (RPRO)	0	12	0	12
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	7	0	7
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	42	6	2	50
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	4	1	25	30
STEAM Kits (RSTEAM)	0	2	0	2
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	0	0	0
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	10	57	1	68
YA Music CD (RYACD)	0	14	0	14
YA Nonfiction (RYANF)	1	3	2	6
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)				0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	0	8	10
Blu-Ray (WBR)	4	3	98	105
Books on CD (WBKCD)	10	10	36	56
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	3	1	13	17
Digital Audiobooks (WDA)	0	0	14	14
DVD (WDVD)	58	50	638	746
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	7	13	141	161
Fiction Fantasy (WFICF)	0	0	21	21
Fiction Inspirational (WFICI)	17	0	50	67
Fiction Mystery (WFICM)	0	6	33	39

Fiction New (WFICNEW)	35	11	100	146
Fiction Science Fiction (WFICSF)	1	0	0	1
Fiction Western (WFICW)	0	0	2	2
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	10	2	8	20
Hanging Bags (WHANG)	0	2	26	28
Hotspots (WWIFI)	0	18	7	25
ILL (WILL)	3	0	13	16
Internet (WINTER)	0	0	129	129
Juv. Audio book (WJAUDB)	1	0	26	27
Juv. Biography (WJBIO)	6	1	24	31
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	2	17	19
Juv. Digital Device (WJDDP)	0	0	1	1
Juvenile Easy (WJE)	43	17	366	426
Juv. Easy Non-fiction (WJENF)	5	1	44	50
Juv. Easy Reader (WJER)	9	6	214	229
Juv. Easy Reader NF (WJERN)	0	0	1	1
Juv. Fiction (WJFIC)	81	12	218	311
Juv. Graphic Novel (WJGN)	16	0	69	85
Juv. Launchpads (WPTAB)	1		3	4
Juv. Magazine (WJMAG)	0	0	18	18
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	31	14	156	201
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	5	4	128	137
Large Print Fiction (WLPF)	10	9	57	76
Large Print Inspirational (WLPI)	0	0	1	1
Large Print Mystery (WLPM)	0	1	8	9
Large Print New (WLPN)	6	5	86	97
Large Print Nonfic (WLPNF)	2	4	7	13
Large Print Western (WLPW)	0	0	4	4
Magazine (WMAG)	5	0	39	44
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	2	1	9	12
Non-Fiction 200 (WNF200)	2	1	2	5
Non-Fiction 300 (WNF300)	0	3	17	20
Non-Fiction 400 (WNF400)	2	0	1	3
Non-Fiction 500 (WNF500)	1	0	4	5
Non-Fiction 600 (WNF600)	6	10	89	105
Non-Fiction 700 (WNF700)	5	0	11	16
Non-Fiction 800 (WNF800)	1	2	4	7
Non-Fiction 900 (WNF900)	3	5	25	33
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	3	36	41
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	10	1	35	46
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	3	0	6	9
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	6	6
Vertical file (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	1	0	1	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	15	16	63	94
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	3	4
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)				0
Storage (WZSTO)	0	0	0	0
TOTAL	6455	5226	3775	15456

CIRCULATION BY HOLDINGS CODE
April 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	19	0	7	26
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	30	19	10	59
Blu-Ray (BR)	107	198	115	420
Books on CD (BKCD)	64	64	45	173
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	54	70	17	141
Digital Audiobooks (DA)	9	9	16	34
DVD (DVD)	1166	1375	751	3292
Equipment (EQP)	31	2	0	33
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	366	376	178	920
Fiction Fantasy (FICF)	1	1	22	24
Fiction Inspirational (FICI)	99	4	51	154
Fiction Mystery (FICM)	64	13	37	114
Fiction New (FICNEW)	403	295	142	840
Fiction Science Fiction (FICSF)	5	1	2	8
Fiction Western (FICW)	5	0	3	8

Genealogy (GENE)	0	3	0	3
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	23	37	11	71
Hanging Bags (HANG)	18	18	28	64
Hotspots (WIFI)	2	56	16	74
ILL (ILL)	23	17	16	56
Internet (INTR)	353	274	129	756
Juv. Audio book (JAUDB)	18	3	27	48
Juv. Biography (JBIO)	32	17	35	84
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	20	16	18	54
Juv. Digital Device (JDDP)	9	4	1	14
Juvenile Easy (JE)	718	257	445	1420
Juv. Easy Non-Fiction (JENF)	58	**57**	52	167
Juv. Easy Reader (JER)	321	211	221	753
Juv. Easy Reader NF (JERN)	10	35	1	46
Juv. Fiction (JFIC)	575	272	273	1120
Juv. Graphic Novel (JGN)	112	69	70	251
Juv. Holiday (JHOL)	47	2	0	49
Juv. Launchpads (PTAB)	2	4	3	9
Juv. Magazine (JMAG)	12	2	18	32
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	299	206	211	716
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	176	105	133	414
Large Print Fiction (LPF)	90	155	68	313
Large Print Inspirational (LPI)	0	0	1	1
Large Print Mystery (LPM)	0	1	8	9
Large Print New (LPN)	86	146	90	322
Large Print Nonfic (LPNF)	8	11	7	26
Large Print Western (LPW)	5	0	4	9
Magazine (MAG)	341	159	40	540
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	8	3	0	11
Non-Fiction 100 (NF100)	13	16	10	39
Non-Fiction 200 (NF200)	13	13	3	29
Non-Fiction 300 (NF300)	35	45	19	99
Non-Fiction 400 (NF400)	6	2	2	10
Non-Fiction 500 (NF500)	9	18	6	33
Non-Fiction 600 (NF600)	122	142	120	384
Non-Fiction 700 (NF700)	43	25	17	85
Non-Fiction 800 (NF800)	10	9	4	23
Non-Fiction 900 (NF900)	31	32	29	92
Non-Fiction Blu-Ray (NFBR)	2	1	0	3
Non-Fiction DVD (NFDVD)	41	45	39	125
Nonfiction (NFIC)	2	0	3	5
Nonfiction New (NFNEW)	163	123	73	359
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	2	0	2
Professional Coll. (PROF)	0	12	0	12

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	4	3	6	13
Reference (REF)	21	20	35	76
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	7	0	12
Software (SWAR)	1	0	0	1
SRCS (SRCS) DeMotte	42	6	2	50
SRCS (From other libraries III-SRC	1	57	0	58
SRCS (SRCSW) Wheatfield	4	1	25	30
STEAM Kits (STEAM)	8	2	6	16
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	1	0	1	2
YA Biography (YAB)	1	1	1	3
YA Books on CD (YABKCD)	1	0	1	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	100	78	69	247
YA Music CD (YACD)	0	14	0	14
YA Nonfiction (YANF)	8	6	7	21
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	3	0	0	3
				0
Free reads	90	103	38	231
Games/Puzzles	20	1	9	30
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6589	5351	3847	15787

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1217	1095	644	2956
Nonfiction	542	519	354	1415
CHILDREN'S BOOKS				
Fiction	1931	949	1150	4030
Nonfiction	436	282	298	1016
YA BOOKS				
Fiction	123	115	80	318
Nonfiction	9	7	8	24
Preloaded Dig Dev, Child	2	4	3	9
Magazines, Adult	341	159	40	540
Magazines, Children	12	2	18	32
Sound Recordings, adult	129	143	80	352
Sound Recordings, ch	56	51	73	180
Online databases	0	0	0	0
Software	1	0	0	1
SRCS	47	64	27	138
STEAM Kits	8	2	6	16

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1320	1622	911	3853
Equipment	33	58	16	107
Total	6207	5072	3708	14987
A-V Circulation	1506	1816	1064	4386
A-V Circulation as % of total	24.3%	35.8%	28.7%	29.3%

CIRCULATION STATISTICS

April 2021

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	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	77	0	**1,217**	97	38	**1,095**	86	129	**644**	**2,956**
Nonfiction	37	311	**542**	75	66	**519**	22	157	**354**	**1,415**
CHILDREN'S BKS										
Fiction	62	1	**1,931**	74	56	**949**	55	6	**1,150**	**4,030**
Nonfiction	23	0	**436**	19	0	**282**	15	1	**298**	**1,016**
YA BOOKS										
Fiction	13	0	**123**	12	0	**115**	26	13	**80**	**318**
Nonfiction	1	0	**9**	0	0	**7**	0	23	**8**	**24**
Preloaded Dig Dev	1	0	**2**	2	0	**4**	0	0	**3**	**9**
Magazines,Adult	0	0	**341**	0	0	**159**	0	0	**40**	**540**
Magazines, Child	0	0	**12**	0	0	**2**	0	0	**18**	**32**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	18	0	**129**	10	0	**143**	15	0	**80**	**352**
Sound Rec/Child	4	0	**56**	5	0	**51**	11	0	**73**	**180**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**0**	0	0	**0**	**1**
SRCS	0	0	**47**	0	0	**64**	0	0	**27**	**138**
STEAM Kits	0	0	**8**	0	0	**2**	0	0	**6**	**16**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	30	0	**1,320**	62	9	**1,622**	17	0	**911**	**3,853**
Equipment	0	0	**33**	0	0	**58**	0	0	**16**	**107**
TOTAL	266	312	**6,207**	356	169	**5,072**	247	329	**3,708**	**14,987**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,226	76,778	60,705
Circulation Increase/Decrease			

XXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXX

MONTHLY SYSTEM STATISTICS	2020	2021	% change
Current month's Circulation	0	14,987	#DIV/0!
Jan. to date circulation	57,401	62,845	9.5%

DEMOTTE COLLECTION		**RENSSELAER COLLECTION**		**WHEATFIELD COLLECTION**		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
24,375	24,452	16,250	16,309	16,759	16,716	**Fiction**
19,913	19,639	19,268	19,277	8,280	8,145	**Nonfiction**
						CHILDREN'S BKS
15,648	15,709	14,220	14,238	13,237	13,286	**Fiction**
9,339	9,362	6,279	6,298	6,593	6,607	**Nonfiction**
						YA BOOKS
2,300	2,313	3,308	3,320	3,454	3,467	**Fiction**
640	641	366	366	100	77	**Nonfiction**
4	5	1	3	10	10	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,804	3,822	725	735	4,709	4,724	**Sound Rec/Adult**
644	648	4,152	4,157	813	824	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-46	-46	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,336	7,366	11,275	11,328	6,733	6,750	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
84,272	84,226	76,591	76,778	60,787	60,705	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

April 2021

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	308	67	384	83	293	63	985	213
LOCAL HISTORY								
In person	4	1	6	2	0	0	10	3
Letters written	11	11	12	12	0	0	23	23
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	353	15	274	11	129	5	756	32
Internet use-Wireless	420		420		300		1140	
VCR Use	0	0	0	0	0	0	0	0
Microforms	2	0	41	5	0	0	43	6
Public FAX24	38		26		26		90	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	20	7	2	1	22	7
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	3		1		0		4	
Outreach activities	11	11	2	1	0	0	13	9
Meeting Room Use (no. of group	10	3	13	4	8	3	31	10
Study room use	13	1	16	1	17	1	46	4
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	5	0	29	0	0	0	34	0
Pull Requests	0	0	0	0	2	2	2	12
E-books downloaded							2741	
IN-HOUSE USE ITEMS	193		194		101		488	
SELF-CHECKOUT USE	29		246		38		313	
INTERLIBRARY LOANS								
Requests made for:	20	5	25	6	34	9	79	20
Items rec'd for:	21	11	20	10	35	18	76	38
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6209	10483	3900	20592
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	204	410	93	707
Number of New Patrons Added	13	20	11	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	0	0	2	12	0	0	2	12
Number attending	0		10		0		10	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Adult Programs	1	6	1	6	0	0	2	12
Number attending	3		10		3		16	
Senior Citizen Programs	0	0	1	6	3	18	4	24
Number attending	2		9		14		25	
Total Number of Programs	**1**	6	**4**	24	**3**	18	**8**	48
Total Persons Attending	**5**		**29**		**17**		**51**	
Total Attending Same Month Last Yr.	0		0		0		0	
Total Staff Hours Spent		131		168		120	418	425
Total Number of In-House Progran	**1**		**4**		**3**		**8**	
Total Attendance	**5**		**29**		**17**		**51**	
Total Number of Outreach Progran	**0**		**0**		**0**		**0**	
Total Attendance	**0**		**0**		**0**		**0**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4560	73.8%	3395	67.1%	2689	72.8%	10644	71.3%
Corporate	5	0.1%	0	0.0%	0	0.0%	5	0.0%
Juvenile 0-11	39	0.6%	77	1.5%	53	1.4%	169	1.1%
Juvenile-AV	486	7.9%	244	4.8%	329	8.9%	1059	7.1%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	54	0.9%	183	3.6%	54	1.5%	291	1.9%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	7	0.1%	3	0.1%	0	0.0%	10	0.1%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	3	0.1%	3	0.1%	6	0.0%
School	0	0.0%	15	0.3%	0	0.0%	15	0.1%
School AV	0	0.0%	17	0.3%	0	0.0%	17	0.1%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	84	1.7%	0	0.0%	84	0.6%
Staff	752	12.2%	881	17.4%	426	11.5%	2059	13.8%
Walking books	39	0.6%	24	0.5%	37	1.0%	100	0.7%
YA 12-17	0	0.0%	9	0.2%	14	0.4%	23	3.0%
YA-AV	241	3.9%	121	2.4%	88	2.4%	450	3.0%
Total	6183		5056		3693		14932	
All items borrowed by nonresidents	61	1.0%	221	4.4%	57	1.5%	339	2.3%

R7

Salary Ordinance 2021
Updated 5/10/21

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Autumn Fagenbaum	Youth Services Specialist	$16.25	5/17/21	35	D

We have promoted Autumn Fagenbaum to DeMotte Youth Services Specialist, replacing Shannon Heldak who was promoted to DeMotte Branch Manager.

We have examined and approved the changes to the 2021 Jasper County Public Library Salary Ordinance. Dated 5/10/21.

Natalie A. Waling

Julie Davidson

Director's Report
April 2021

Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports.

2021 Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the 2021 Salary Ordinance Update as presented.**

General Business

Staff Development Day: As previously reported to you we are creating a Digital Literacies Learning Plan with the assistance of Pam Seabolt, Library Strategist for MCLS. We began this work early last year and resumed our work early this year. We are creating tools that will help staff assess:

- their digital literacy, which is defined as the ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills.
- and their technology competency, which is defined as the knowledge and skills needed in order to contribute to the overall effectiveness of the library.

At the conclusion of our work, it is our goal to have in place an effective technology and digital literacy confidence self-assessment tool so that staff can gauge where they are in terms of digital literacy and technology competency, determine where they need to be, and develop a plan, in consultation with their supervisor, to get them there. This is something new and important for our staff, and we want to introduce it to staff at a half-day Staff Development Day in late August. Our day will be a hybrid of in-person and virtual with small staff groups located in each of our libraries on our chosen day connected virtually via Zoom. During our time together we will share our Digital Literacies Learning Plan with staff as well as our vision for our technology culture. Core technology competencies will also be introduced. Activities supporting various levels of competencies will be planned and presented that support our Learning Plan. We plan to mix our groups with staff from each of our three library locations being mixed together at a specific library location. **I am requesting to close the library for one day for this staff training day. I will have a specific date to bring to you at our May meeting. At the writing of this report, I am still coordinating the date with Pam but expect to have a firm day in mind by the time of our board meeting. Even though our training will only last four hours, there will be traveling and set up to consider as well as clean up and lunch breaks. Board approval is needed to close the library for Staff Development Day.**

DeMotte Parking Lot Project Update: I will provide an update at our May meeting.

Director's Report

Kara Fishburn, County Clerk, Democratic Party Chairman, Mike Wheeler, and Republican Party Chairman, Jeff Phillips, along with another woman (whose name I did not catch) visited with me at the Wheatfield Library on April 26. They are considering Wheatfield Library as a possible voting center for Jasper County. I showed them both of our meeting rooms and how they can be connected via our sliding room divider. They were very impressed with our library and meeting room set-up, and I believe they felt at our library would meet their needs. As they explained it, they would need access to the room the night before election day to set up 6-8 voting machines. All equipment would be removed after the polls closed on election day. The library does not need to be closed to regular business. They will be able to get voters in/out without displacing/disturbing library visitors/patrons. The one unknown is parking. We have a very ample parking lot, but there is no way to predict how many cars may need to be parked at any given moment on election day. Our parking may be ample or strained at times. I think it is worth a try if they decide to use the room. I am certain that some of the voters that come out on election day have never been in a Jasper County Public Library. It would be a great opportunity to market the library and show off one of our beautiful libraries. At the time of our meeting on April 26 Voting Centers were not yet official, but I got the impression they are very likely.

Our Publicity Assistant, Autumn Fagenbaum, has initiated a new look for our library newsletter. You will receive a copy of our May/June edition at our May board meeting, featuring the new look. When Autumn proposed her idea to me, she explained, "*I feel an updated style would help grab people's attention and maybe cause the newsletters to be picked up more. Another point would be to keep our look similar to those of other libraries and hold our footing with other platforms that have a more modern style. We are in a world that is trying to shift to completely online, so having a design that is more computer friendly/ easier to read on phones, may be beneficial. Ultimately, falling into a more structured format may also lend to easier reading. I know a good portion of our service group is on the older side and perfect vision is not always something that we can assume... Overall, I'm looking to make things a little less busy to look at and more reader friendly.*" I believe that Autumn reached her stated goals, and I completely agree with them.

PhoneTree, our telephone patron notification system for overdue materials stopped working. After some research, we found out that PhoneTree is no longer supported. There is an option called PTOnline that we tested and researched and found to be a no go. Simultaneously, Becky researched adding texting to our TLC options, and this is an option for us. There are some things we must do on the TLC side to set this up, and we will have to revise our registration procedure and application as well. After some discussion we decided to have TLC add texting to our TLC options; have staff turn it on in their own patron record (so that we can test it for ourselves) and then set up our procedures and application. A workgroup was established to work out the particulars: Becky (chair), Linda P., Kim H., and Sheila. After two meetings and some testing, the committee recommended Text Notification to replace Phone Tree. The system seems to work properly. There are character limitations so we cannot do much to change our messages. Patrons will have to declare a service provider, and this will be the trickiest part, but we can help patrons understand what to do. Patrons will be able to receive an email or a text (their choice). The email will provide more information (greater detail), but text with its more limited information is a great option. Post cards will still be sent to those who cannot or do not wish to receive an email or text.

No policies are scheduled for review in May. Our Personnel Policy review (scheduled for April) is still underway. This year's review is more extensive than in previous years, so it is taking longer to sort out the details as we work with our employment law attorney on a draft for the board. I hope to bring this draft to you at our June meeting.

We did receive a $500 Operation Round-Up Grant in support of Summer Reading prizes. Children's Librarian, Janice, wrote the grant in collaboration with our other Children's Librarians.

For National Library Week we celebrated virtually with Social Media posts and a Beanstack JCPL location competition. Love Our Library signs were proudly displayed around our service area.

In April I focused on policy and procedure review and revision and digital literacies. In addition, I met virtually with Laura Jones, Northwest Regional Coordinator- Professional Development Office, for the Indiana State Library. She is new to her role and wanted to meet me and let me know about current happenings at the Indiana State Library.

I will be completing the Pre-Budget Worksheet as required by the Department of Local Government Finance. The deadline for submission is June 30.

System Administrator News

Sheila has been working on the technical side of a virtual Staff Development Day via Zoom with details as follows: set up additional laptops for individual Zoom users and then have Zoom set up for multiple staff in each conference room; have laptops connected directly to our internal network with wired network connections borrowed from PCs during that day; use Gallery View. We have calculated bandwidth as able to handle this. Chris from Roeing cautioned that Zoom itself (and Teams, etc.) often have issues that cannot be anticipated or controlled on our end…pixelization and audio issues sometimes happen even with the most bandwidth.

Technical Services News

Becky reports, "I had a meeting with others to discuss Text Notifications to replace PhoneTree. We gave a recommendation to the Management Meeting to use Text Notification to replace PhoneTree. I worked with Linda and TLC to create clearly worded Text Notifications. I registered everyone for TLCU 2021, the virtual conference from TLC."

DeMotte Library News

Shannon reports, "Neile worked with members of the local poetry guild to create this month's lobby display case, titled a Garden of Poetry, to celebrate National Poetry Month. The book tower coincided with this theme and six books were checked out. She worked with Saul to book the kite display in the skylight area. Neile set aside daily prizes for National Library Week. She also worked on the May Craft to Go for Adults, the macramé keychain. She made a sample and wrote instructions. This craft will go out a week before Mother's Day so it's perfect for gift giving."

Rensselaer Library News

Linda reports, "As part of the Text Notification Work Group Becky, Sheila, Kim, and I spent a lot of time troubleshooting, editing, and adding information in order to add text notifications for patron's holds and overdue notices (this group was created as Phone Tree was no longer an option for overdue notification). Sammy at DeMotte, was helpful with troubleshooting possibilities by adding text notifications to her cell phone to assist in troubleshooting effectiveness of these notifications." We handed out 38 trees to patrons for Earth Day.

Wheatfield Library News

Evie reports, "Jason has been working outside a lot since the weather has gotten better – he has sprayed the flower beds with herbicide and leveled the dirt, trimmed low hanging shrubs/trees, cut and hauled the decorative grasses, and adjusted sprinkler heads and reprogrammed the system. He also found a large burrow created by a groundhog last year that he has begun filling in with dirt, and of course - light bulb replacement! It definitely feels like we are seeing new faces in the library – just in the past few weeks, we have seen numerous new families in getting library cards! One new patron even participated in Books & Coffee just three days after getting her card!"

Please contact me if you are unable to attend the May board meeting of if you have any questions about material in your packet. - Patty

F1

JCPL FINANCIAL STATEMENT
April 30, 2021

	Beginning 2021 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$986,255.79	**$201,512.43**	$738,263.08	**$129,590.85**	$304,549.14	**$552,541.85**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$23,037.10	$651.28	$4,001.45	$650.00	$7,606.60	**$26,642.25**
DeMotte	$7,596.28	**$423.26**	$979.03	**$0.00**	$2,560.15	**$9,177.40**
Rensselaer	$13,051.35	**$146.40**	$2,368.19	**$450.00**	$4,614.15	**$15,297.31**
Wheatfield	$2,389.47	**$81.62**	$654.23	**$200.00**	$432.30	**$2,167.54**
Library Improvement Reserve Fund	$232,233.18	**$0.00**	$0.00	**$19.09**	$76.36	**$232,309.54**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,276,263.01	**$0.00**	$2,210.00	**$128.99**	$535.31	**$2,274,588.32**
Includes Investments of: $2,108,009.84						
State Technology Fund Grant Fund	$1,101.29	**$3,564.00**	$7,128.00	**$0.00**	$17,448.98	**$11,422.27**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$78.67	**$0.00**	$55.26	**$0.00**	$5.09	**$28.50**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
COVID: CARES ACT mini-grant	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$8,255.21**	$31,390.69	**$8,255.21**	$31,390.69	**$0.00**
FICA Tax Collected	$0.00	**$8,567.22**	$33,256.76	**$8,567.22**	$33,256.76	**$0.00**
State Tax Collected	$0.00	**$3,841.38**	$14,957.74	**$3,841.38**	$14,957.74	**$0.00**
County Tax Collected	$0.00	**$2,941.75**	$11,429.92	**$2,941.75**	$11,429.92	**$0.00**
INPRS	$0.00	**$3,131.93**	$13,074.88	**$3,131.93**	$13,074.88	**$0.00**
Deferred Comp Plan	$0.00	**$3,040.00**	$11,810.00	**$3,040.00**	$11,810.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$4,158.61**	$16,412.63	**$4,159.38**	$16,640.72	**$228.09**
Life Insurance	$0.00	**$337.46**	$1,418.72	**$336.64**	$1,416.24	**($2.48)**
Garnishments	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,522,381.94**	**$240,001.27**	**$885,409.13**	**$164,662.44**	**$464,198.43**	**$3,101,171.24**

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Bank Balances

Jasper County Public Library

Report as of: **04/30/21**

	Bank	
1	Alliance Bank	$992,891.40
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,108,009.84
	Total all banks =	**$3,101,171.24**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$140.76	Jan-21
								$110.81	Feb-21
								$113.34	Mar-21
								$115.30	Apr-21

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$480.21**

F3.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **04/01/21** *To* **04/30/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$81,162.00	$0.00	$81,162.00	$6,763.46	$26,987.11	$54,174.89	66.7
1.12 SALARY OF ASSISTANTS	$1,205,452.00	$0.00	$1,205,452.00	$100,514.29	$390,691.66	$814,760.34	67.6
1.13 WAGES OF JANITORS	$98,306.00	$0.00	$98,306.00	$7,769.91	$29,114.78	$69,191.22	70.4
1.21 EMPLOYER'S SHARE-FICA	$105,946.00	$0.00	$105,946.00	$8,567.22	$33,256.76	$72,689.24	68.6
1.22 UNEMPLOYMENT COMPENSATION	$2,464.00	$0.00	$2,464.00	$1,458.81	$1,458.81	$1,005.19	40.8
1.23 EMPLOYER'S CONTRIB.- PERF	$124,140.00	$0.00	$124,140.00	$10,320.63	$40,632.18	$83,507.82	67.3
1.24 EMPLOYER'S CONTRIB.- INS.	$167,607.00	$0.00	$167,607.00	$11,785.11	$47,156.49	$120,450.51	71.9
Subtotal	*$1,785,077.00*		$1,785,077.00	$147,179.43	$569,297.79	$1,215,779.21	68.1
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$45.52	$454.48	90.9
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$743.08	$1,477.99	$5,522.01	78.9
2.21 CLEANING & SANITATION SUPPLIES	$7,000.00	$0.00	$7,000.00	$88.94	$2,177.13	$4,822.87	68.9
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$7.99	$1,632.98	$3,867.02	70.3
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$4.79	$4.79	$1,495.21	99.7
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$77.90	$208.94	$541.06	72.1
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$64.83	$1,900.90	$14,599.10	88.5
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$987.53	$7,448.25	$32,301.75	81.3

3. Other Services and Charge

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$240.00	$1,290.00	$3,710.00	74.2
3.14 OTHER PROFESSIONAL SERVICES	$6,400.00	$0.00	$6,400.00	$38.00	$241.48	$6,158.52	96.2
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$106.86	$2,210.79	$16,789.21	88.4
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$9,750.00	$21,750.00	69.0
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$13,000.00	$0.00	$13,000.00	$1,079.17	$4,312.42	$8,687.58	66.8
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$150.00	$1,850.00	92.5
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$901.10	$3,005.30	$16,994.70	85.0
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$117.00	$117.00	$8,883.00	98.7
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$107.52	$237.27	$1,562.73	86.8
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$1,155.64	$4,611.23	$80,708.77	94.6
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$243.50	$556.50	69.6
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,500.00	$0.00	$27,500.00	$14,598.50	$14,917.50	$12,582.50	45.8
3.51 GAS	$25,000.00	$0.00	$25,000.00	$1,337.39	$6,129.67	$18,870.33	75.5
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$7,134.85	$26,815.74	$83,184.26	75.6
3.53 WATER	$3,500.00	$0.00	$3,500.00	$286.32	$984.55	$2,515.45	71.9
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$586.83	$2,352.23	$5,647.77	70.6
3.61 BUILDING & STRUCTURES	$117,000.00	$0.00	$117,000.00	$5,707.05	$18,952.25	$98,047.75	83.8
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$13.03	$203.12	$96.88	32.3
3.91 DUES	$2,600.00	$0.00	$2,600.00	$52.00	$1,631.11	$968.89	37.3
3.93 TAXES & ASSESSMENTS	$2,100.00	$0.00	$2,100.00	$418.00	$418.00	$1,682.00	80.1
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.98	MAINTENANCE/SERVICE CONTRACTS	$108,690.00	$0.00	$108,690.00	$5,662.44	$28,265.62	$80,424.38	74.0
	Subtotal	*$603,430.00*		$603,430.00	$39,541.70	$127,138.78	$476,291.22	78.9
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$42,000.00	$0.00	$42,000.00	$345.00	$566.78	$41,433.22	98.7
4.51	BOOKS	$150,000.00	$0.00	$150,000.00	$9,404.48	$20,993.86	$129,006.14	86.0
4.52	PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$123.50	$3,697.22	$12,802.78	77.6
4.53	NONPRINTED MATERIALS	$64,000.00	$0.00	$64,000.00	$3,930.79	$9,120.40	$54,879.60	85.7
	Subtotal	*$272,500.00*		$272,500.00	$13,803.77	$34,378.26	$238,121.74	87.4
	Grand Total	$2,700,757.00	$0.00	$2,700,757.00	$201,512.43	$738,263.08	$1,962,493.92	72.7

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3c

F3d

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **04/01/21** *To* **04/30/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$3,564.00	$7,128.00	($7,128.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$3,564.00	$7,128.00	($7,128.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$3,564.00	$7,128.00	($7,128.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From **04/01/21** ***To*** **04/30/21**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	202	PAYROLL	04/09/21	PAYROLL	$59,576.59
38043	203	AARON'S LAWN CARE	04/12/21	Rens: Landscape work on east, south, & west sides; river rock, landscape fabric, gutter extensions	$4,405.00
38044	204	ACE HARDWARE	04/12/21	Foam tape, toilet repair parts	$36.97
38045	205	ANTHEM BLUE CROSS BLUE	04/12/21	Health insurance premiums- April 2021	$14,463.90
38046	206	ANTHEM LIFE	04/12/21	Life insurance premiums- April 2021	$109.55
38047	207	BAKER & TAYLOR	04/12/21	Books, Continuations, AV, Auto. Yours	$9,596.99
38048	208	BAKER & TAYLOR ENTERTAIN	04/12/21	AV	$1,775.15
38049	209	BUSINESS CARD	04/12/21	Library supplies, conference registrations, Zoom subscription	$280.22
38050	210	CAPITAL ONE TRADE CREDIT	04/12/21	Sakrete concrete mix	$4.79
38051	211	CARRIAGE PAPER PRODUCT	04/12/21	Thermal receipt paper rolls, disinfectanct spray	$284.32
38052	212	CENTURYLINK	04/12/21	Rens: Fax line service- April 2021	$57.64
38053	213	CI INSURANCE	04/12/21	Semi-annual premium for building insurance; annual premium for workers comp	$14,598.50
38054	214	CIRCLE SUPPLY INC.	04/12/21	Toilet repair parts	$48.92
38055	215	CULLIGAN WATER CONDITIO	04/12/21	Wh: Water Cooler Rental- April 2021, 5-gallon drinking water- 10	$100.03
38056	216	DELL MARKETING L.P.	04/12/21	Toner	$535.76
38057	217	DELTA DENTAL	04/12/21	Dental insurance premiums- April 2021	$572.04
38058	218	ENA SERVICES LLC	04/12/21	Internet Service- February 2021	$1,782.00
38059	219	FINDAWAY WORLD, LLC	04/12/21	Playaways, Wonderbooks	$678.11
38060	220	GREY HOUSE PUBLISHING	04/12/21	Continuations	$432.50
38061	221	INDIANA ARCHIVES & RECOR	04/12/21	Microfilm	$338.00
38062	222	INDIANA WASTE SERVICE	04/12/21	DeM. & Wh: Trash pick-up April 2021	$147.00
38063	223	KONE, INC.	04/12/21	DeM: Elevator Maintenance Agreement 4/1-6/30/21	$483.81
38064	224	KROGER GARDIS & REGAS, L	04/12/21	Legal Assistance: FMLA Matters	$240.00
38065	225	MICHAEL R. ANDERSON	04/12/21	Rens: Snow removal 2/7-2/16/21	$482.00
38066	226	MIDWEST TAPE	04/12/21	AV	$504.32
38067	227	NEILE TRAINOR	04/12/21	Mileage 1/6-3/31/21	$58.80
38068	228	NIMBO IP LLC	04/12/21	Monthly Managed Service- March 2021	$815.00
38069	229	NIPSCO	04/12/21	DeM & Wh: Gas & electric service 3/1-3/31/21	$5,235.84
38070	230	NITCO	04/12/21	DeM: Local phone service April 2021	$140.24
38071	231	OLLIS BOOK CORPORATION	04/12/21	Books	$526.35
38072	232	PATTY EENIGENBURG	04/12/21	Mileage 3/16/21	$24.64
38073	233	POST TRIBUNE	04/12/21	DeM & Rens: Newspaper subscriptions Acct# 44365252	$123.50
38074	234	PRECISION CONTROL SYSTE	04/12/21	Rens: HVAC repair	$493.50
38075	235	RAYANN GILMORE	04/12/21	Mileage 1/19/21	$19.10
38076	236	ROEING CORPORATION	04/12/21	Tech Maintenace Support 2021- 2nd installment; KVM Switch	$5,345.00
38077	237	STEVE'S SPECIALIZED SERVI	04/12/21	Laundry	$38.00
38078	238	TRUGREEN PROCESSING CE	04/12/21	Wh: Ornamental bed weed control	$326.55
38079	239	UNIQUE MANAGEMENT SERVI	04/12/21	Collections: Initial/Secondary Placements- March 2021	$116.35
38080	240	UNIVERSITY OF WISCONSIN-	04/12/21	Lost ILL item# 207073496	$20.00
38081	241	WAL-MART COMMUNITY/SYN	04/12/21	Library supplies	$16.54
0	242	CHRISTINA SANDERS	04/09/21	Courier Mileage 3/51-3/31/21 (Conf. #1029)	$416.64
0	243	GREAT-WEST RETIREMENT	04/09/21	Annuity Withheld 4/9/21 payroll (Conf. #1031)	$1,520.00
0	244	INDIANA DEPT. OF WORKFOR	04/09/21	1st Quarter 2021 Unemployment Compensation Pymt Conf #3761315	$1,458.81
0	245	INPRS fbo PERF	04/09/21	INPRS Contributions 4/9/21 Payroll	$6,959.65

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	246	IRS USA TAXPAYMENT	04/09/21	Federal Withholding, Medicare, & FICA withheld 4/9/21 Payroll & Ins. (Acknowledgement# 62933408)	$13,180.37
0	247	TOWN OF DEMOTTE	04/09/21	Dem: Sewer & Water : March 2021 (Conf #1028)	$127.62
0	248	TOWN OF WHEATFIELD	04/09/21	Wh: Sewer Service- April 2021 (Conf# 1030)	$77.35
38082	249	COLLABORATIVE SUMMER LI	04/12/21	Summer Reading supplies	$214.58
38083	250	ENA SERVICES LLC	04/12/21	Internet Service- March 2021	$1,782.00
38084	251	ICC BUSINESS PRODUCTS	04/12/21	Janitorial supplies	$11.94
38085	252	RENSSELAER ROTARY CLUB	04/12/21	1st quarter dues	$52.00
38086	253	VSP INSURANCE CO. (CT)	04/12/21	Vision insurance premiums- April 2021	$214.74
0	254	PAYROLL	04/23/21	PAYROLL	$55,471.07
0	255	ALLIANCE BANK	04/23/21	Direct Deposit Fees - March 2021	$36.80
0	256	CENTURYLINK	04/23/21	Wh: Fax line April 2021 (Conf #1032)	$66.29
0	257	CHRISTINA SANDERS	04/23/21	Courier Mileage 4/1-4/15/21 (Conf. #1034)	$381.92
0	258	CITY OF RENSSELAER	04/23/21	Rens: Utilities: 3/8 - 4/7/21 (Conf #1033)	$3,670.58
0	259	GREAT-WEST RETIREMENT	04/23/21	Annuity Withheld 4/23/21 payroll (Ref. #903758016)	$1,520.00
0	260	INDIANA DEPARTMENT OF RE	04/23/21	State & County Taxes withheld April 2021 Payrolls	$6,783.13
0	261	INPRS fbo PERF	04/23/21	INPRS Contributions 4/23/21 Payroll	$6,492.91
0	262	IRS USA TAXPAYMENT	04/23/21	Federal Withholding, Medicare, & FICA withheld 4/23/21 Payroll & Ins. (Acknowledgement# 84093443)	$12,209.28
0	263	AFLAC	04/23/21	Supplemental Insurance April 2021 (Conf #1036)	$920.95
0	264	SPRINT	04/23/21	Hotspot Data Service 3/12 - 4/11/21 (Conf #1035)	$1,155.64
38087	265	JASPER COUNTY TREASURE	04/27/21	DeM & Wh: Tax bill for ditch	$418.00
0	266	ALLIANCE BANK	04/30/21	Positive Pay Fee- April 2021	$15.00
0	267	SQUARE, INC	04/30/21	Merchant Processing Fees- April 2021	$10.48

Total Amount of Claims **$240,001.27**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, May 04, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $240,001.27

Date this 10th **day of** May **,20** 21 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
April 30, 2021

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$457.81	$2,429.31
DeMotte	$82.98	$708.69		
Rensselaer	$261.89	$1,213.00		
Wheatfield	$112.94	$507.62		
PHOTOCOPIES:			$700.20	$2,872.47
DeMotte	$236.35	$1,017.30		
Rensselaer	$328.45	$1,424.97		
Wheatfield	$135.40	$430.20		
INTEREST (Checking, Repurchase, CDs):			$51.60	$259.19
TAXES:			$128,381.24	$298,682.00
Property Tax	$0.00	$0.00		
LOIT	$71,614.32	$71,614.32		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$56,766.92	$227,067.68		
TAXABLE SALES:-			$0.00	$18.24
REFUNDS:			$0.00	$287.93
Rebates/Refund	$0.00	$83.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$0.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$204.93		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$129,590.85**	**$304,549.14**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$650.00	$7,606.60
DeMotte	$0.00	$2,560.15		
Rensselaer	$450.00	$4,614.15		
Wheatfield	$200.00	$432.30		
LIB. IMPROV. RESERVE FUND:			$19.09	$76.36
Interest Earned	$19.09	$76.36		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$128.99	$535.31
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$128.99	$535.31		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$17,448.98
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$0.00	$5.09
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
SUB-TOTAL (page 1)			**$130,388.93**	**$330,221.48**

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WITHHOLDING ACCOUNT FUNDS:			$34,273.51	$133,976.95
FIT Tax Collected	$8,255.21	$31,390.69		
FICA Collected	$8,567.22	$33,256.76		
State Tax Collected	$3,841.38	$14,957.74		
County Tax Collected	$2,941.75	$11,429.92		
INPRS	$3,131.93	$13,074.88		
Deferred Comp Plan	$3,040.00	$11,810.00		
Pre-tax Insurance Plan	$4,159.38	$16,640.72		
Life Insurance	$336.64	$1,416.24		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$164,662.44**	**$464,198.43**

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Voucher List

Jasper County Public Library

Report Date: From 05/01/21 **To** 05/10/21

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	268	PAYROLL	05/10/21	PAYROLL	$55,391.36
0	269	CHRISTINA SANDERS	05/10/21	Courier Mileage 4/16-4/30/21 (Conf. #1037)	$381.92
0	270	GREAT-WEST RETIREMENT	05/10/21	Annuity Withheld 5/10/21 payroll (Ref. #906531802)	$1,520.00
0	271	INPRS fbo PERF	05/10/21	INPRS Contributions 5/10/21 Payroll	$6,536.14
0	272	IRS USA TAXPAYMENT	05/10/21	Federal Withholding, Medicare, & FICA withheld 5/10/21 Payroll & Ins. (Acknowledgement# 83912465)	$12,216.24
0	273	TOWN OF DEMOTTE	05/10/21	Dem: Sewer & Water : April 2021 (Conf #1038)	$130.82
0	274	TOWN OF WHEATFIELD	05/10/21	Wh: Sewer Service- May 2021 (Conf# 1039)	$77.35
38088	275	4IMPRINT, INC.	05/10/21	Promotional magnetic bookmarks	$242.40
38089	276	ALLSTATE SIGN & PLAQUE C	05/10/21	Custom handicap sign, reflective one way sign	$125.00
38090	277	ANTHEM BLUE CROSS BLUE	05/10/21	Health insurance premiums- May 2021	$14,463.90
38091	278	ANTHEM LIFE	05/10/21	Life insurance premiums- May 2021	$109.55
38092	279	BAKER & TAYLOR	05/10/21	Books, Continuations, AV, Auto. Yours	$7,279.27
38093	280	BAKER & TAYLOR ENTERTAIN	05/10/21	AV	$1,069.98
38094	281	BROWN COUNTY PUBLIC LIB	05/10/21	Lost SRCS item# 264167	$3.50
38095	282	CAPITAL ONE TRADE CREDIT	05/10/21	Paint	$14.99
38096	283	CARDINAL COPIER SOLUTION	05/10/21	Quarterly maintenance agreement on DeMotte staff copier 1/2 - 4/1/21	$408.02
38097	284	CHICAGO TRIBUNE	05/10/21	DeM & Rens: Newspaper subscriptions Acct# 20468938	$243.50
38098	285	COMMONWEALTH TECHNOLO	05/10/21	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$922.94
38099	286	COUNTRYSIDE LANDSCAPIN	05/10/21	Wh: Sprinkler system start-up and repairs	$426.75
38100	287	CRESTLINE SPECIALTIES, INC	05/10/21	Promotional clips & highlighters	$948.64
38101	288	DELL MARKETING L.P.	05/10/21	Toner	$263.13
38102	289	DELTA DENTAL	05/10/21	Dental insurance premiums- May 2021	$572.04
38103	290	DEMCO	05/10/21	Library supplies	$694.08
38104	291	DONNA BARKO	05/10/21	Mileage 2/8-4/30/21	$85.34
38105	292	EDWARD P. DUMAS	05/10/21	Legal Assistance: DeMotte parking lot project	$400.00
38106	293	FINDAWAY WORLD, LLC	05/10/21	Playaways, Wonderbooks	$681.28
38107	294	GRAINGER	05/10/21	Janitorial & maintenance supplies	$325.44
38108	295	HAMSTRA BUILDERS, INC.	05/10/21	Rens: Staff entrance door repairs	$163.50
38109	296	INDIANA WASTE SERVICE	05/10/21	DeM. & Wh: Trash pick-up May 2021	$147.00
38110	297	KROGER GARDIS & REGAS, L	05/10/21	Legal Assistance: Policy Updates	$870.00
38111	298	MIDWEST COLLABORATIVE F	05/10/21	HeritageQuest & Ancestry Library database renewals	$2,828.43
38112	299	MIDWEST TAPE	05/10/21	AV	$529.08
38113	300	NIMBO IP LLC	05/10/21	Monthly Managed Service- April 2021	$815.00
38114	301	NITCO	05/10/21	DeM: Local phone service May 2021	$140.24
38115	302	PRECISION CONTROL SYSTE	05/10/21	Rens: HVAC repairs	$3,852.27
38116	303	RACHAEL CAVINDER	05/10/21	Mileage 4/19-5/3/21	$48.16
38117	304	RENSSELAER REPUBLICAN	05/10/21	DeM: Newspaper subscription Acct# 0038530	$144.99
38118	305	ROEING CORPORATION	05/10/21	Sophos renewal	$7,807.00
38119	306	STAPLES CREDIT PLAN	05/10/21	Portable speaker	$108.99
38120	307	SUNRISE PACKAGING	05/10/21	Audiobook cases	$427.20
38121	308	TECHSMITH	05/10/21	Software maintenance for Snagit License 5/4/21-5/4/22	$10.75
38122	309	TRUGREEN PROCESSING CE	05/10/21	Lawn fertilization	$263.55
38123	310	VSP INSURANCE CO. (CT)	05/10/21	Vision insurance premiums- May 2021	$214.74
38124	311	WAL-MART COMMUNITY/SYN	05/10/21	Library & janitorial supplies	$66.38
38125	312	AARON'S LAWN CARE	05/10/21	Spring clean-up & mowing	$832.00
38126	313	BALLOONGENUITY	05/10/21	Summer Reading Presenter	$585.00

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38127	314	BUSINESS CARD	05/10/21	Library supplies, postage, replacement printer drawer, Summer Reading shopping lunch	$426.62
38128	315	CENTURYLINK	05/10/21	Rens: Fax line service- May 2021	$57.64
38129	316	CULLIGAN WATER CONDITIO	05/10/21	Wh: Water Cooler Rental- May 2021	$13.03
38130	317	ENA SERVICES LLC	05/10/21	Internet Service- April 2021	$1,782.00
38131	318	JOHNSON CONTROLS FIRE P	05/10/21	Rens: Annual Fire Alarm Test & Inspection	$494.85
38132	319	NIPSCO	05/10/21	DeM: Gas & electric service 3/31-4/30/21; Wh: Gas service 3/31-4/30/21	$3,262.27
38133	320	OFFICE DEPOT	05/10/21	Office, janitorial, maintenance, & library supplies	$979.51
38134	321	QUILL LLC	05/10/21	Office, janitorial, & library supplies	$755.94
38135	322	TOWN OF DEMOTTE	05/10/21	Hydrant charge ($60 times 14 parcels)	$840.00

Total Amount of Claims **$133,999.72**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 10, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$133,999.72**

Date this 10th **day of** May **,20** 21 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

JUNE

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, June 14, 2021, 6pm
Rensselaer Public Library

Opening of Meeting — Moment of Silence

Approval of Consent Agenda & Consent Agenda Items — Action

Minutes of May Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policies for Review (R 10; R 25)

General Business

Oath of Office – Kristie Housman (R 25)	Action
Annual Impacts – Webmaster Report (R 25)	Information
DeMotte Parking Lot Project Update (R 25)	Information
DeMotte Touch of Dutch Festival (R 25)	Action
JCPL COVID-19 Mitigation Plan Revision (R 26)	Action
2022 Budget Committee (R 26)	Information

Director's Report (R 25-R 28) — Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES **May 10, 2021**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Natalie Waling, Kristie Housman, Janelle Harper, Mark Heinig, Julie Davidson, Patricia Stringfellow, Rayann Gilmore
Absent: Kevin Kaluf, Janet Umlauf

Executive Session: The library board met in executive session to discuss an employee job performance evaluation. No other topics were discussed. Regular board meeting convened at 6:10 PM.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the April Board Meeting Minutes, bills/financial reports, and Salary Ordinance Update were approved on a motion by J. Davidson, seconded by K. Housman. Motion passed.

Staff Development Day: P. Stringfellow requested to close the library on August 31, 2021 for Staff Development Day. The day will be a hybrid of in-person and virtual with small staff groups located in each of our libraries connected virtually via Zoom. During our time together we will share our Digital Literacy Learning Plan with staff as well as our vision for our technology culture. Activities supporting various levels of competencies will be planned and presented that support our Learning Plan. M. Heinig moved to approve closing the Library on August 31, 2021 for Staff Development Day, seconded by J. Harper. Motion passed.

DeMotte Parking Lot Project Update: Two days after the April Board Meeting we heard from attorney, Ed Dumas. After extensive research he and Jasper County Abstract hve concluded that 10th Street is a public road and not owned by KV Schools. The online GIS system has it noted incorrectly. Ed drafted a letter that has been sent to KV Schools and the DeMotte Building Commissioner explaining this conclusion and that no easement is needed for our parking lot project since 10th Street is a public road. The letter asks the School and the Commissioner to review the information and let us know if they disagree or come to a different conclusion. The letters were mailed approximately three weeks ago and we are waiting to hear back. Ed will follow up this week with the School and Commissioner.

Director's Report: P. Stringfellow met with a group including County Clerk, Kara Fishburn, at the Wheatfield Library on April 26 to discuss Wheatfield Library as a possible voting center for Jasper County. They were very impressed with our library and meeting room set-up and seemed to think our library would meet their needs. The library would not need to be closed to regular business. Voters would be able get in/out without displacing/disturbing library visitors/patrons. The one unknown is parking. We have a very ample parking lot, but there is no way to predict how many cars may need to be parked at any given moment on election day. There are likely some voters that would come out on election day who have never been in a Jasper County Public Library. It would be a great opportunity to market the library and show off one of our beautiful libraries. At this time Voting Centers are not yet official but they sound very likely. Publicity Assistant, Autumn Fagenbaum, initiated a new look for our library newsletter. Board members received a copy of our May/June edition featuring the new look. PhoneTree, our telephone patron notification system for overdue materials stopped working. After some research, we found out that PhoneTree is no longer supported. We tested PTOnline and found it would not work for us. Technical Services Librarian, Becky Amalong, researched adding texting to our TLC options.

There are some things we must do on the TLC side to set this up and we will have to revise our registration procedure and application as well. After some discussion we decided to have TLC add texting to our TLC options; have staff turn it on in their own patron record to test it for ourselves; and then set up our procedures and application. A workgroup was established to work out the particulars. After two meetings and some testing the committee recommended Text Notification to replace PhoneTree. The system seems to work properly. There are character limitations so we cannot do much to change our messages. Patrons have the choice of receiving an email or a text. The email will provide more information but text with its more limited information is a great option. Post cards will be sent to those who cannot or do not wish to receive an email or text.

Adjournment: With no further matters for discussion K. Housman moved to adjourn the meeting at 6:32 PM, seconded by J. Davidson.

Julie Davidson

Julie Davidson, Secretary

Natalie A. Waling

Attest: N. Waling, President Pro-Tem

CIRCULATION BY HOLDINGS CODE
May 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	16	0	5	21
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	19	3	3	25
Blu-Ray (DBR)	73	3	6	82
Books on CD (DBKCD)	59	3	3	65
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	36	2	0	38
Digital Audiobooks (DDA)	9	1	7	17
DVD (DDVD)	796	48	75	919
Equipment (DEQP)	26	0	0	26
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	259	24	15	298
Fiction Fantasy (DFICF)	2	1	1	4
Fiction Inspirational (DFICI)	68	3	0	71
Fiction Mystery (DFICM)	78	5	2	85
Fiction New (DFICNEW)	406	13	14	433
Fiction Science Fiction (DFICSF)	9	1	1	11
Fiction Western (DFICW)	1	0	0	1
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	33	0	4	37
Hanging Bags (DHANG)	5	6	1	12
Hotspots (DWIFI)	4	13	8	25
ILL (DILL)	19	0	3	22
Internet (DINTER)	316	0	0	316
Juv. Audio book (DJAUDB)	16	0	0	16
Juv. Biography (DJBIO)	26	1	1	28
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	12	3	0	15
Juv. Digital Device (DJDDP)	8	0	0	8
Juvenile Easy (DJE)	623	13	11	647
Juv. Easy Non-fiction (DJENF)	45	0	1	46
Juv. Easy Reader (DJER)	304	0	1	305
Juv. Easy Reader NF (DJERN)	3	0	0	3
Juv. Fiction (DJFIC)	588	11	7	606
Juv. Graphic Novel (DJGN)	86	3	8	97
Juv. Holiday books (DJHOL)	34	0	1	35
Juv. Launchpads (DPTAB)				0
Juv. Magazine (DJMAG)	16	0	0	16
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	197	5	21	223
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	174	0	1	175
Large Print Fiction (DLPF)	68	4	0	72
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	86	4	5	95
Large Print Nonfic (DLPNF)	3	3	0	6
Large Print Western (DLPW)	6	0	0	6
Magazine (DMAG)	264	0	1	265
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	3	0	0	3
Nonfiction 100 (DNF100)	10	1	1	12
Nonfiction 200 (DNF200)	11	1	0	12
Nonfiction 300 (DNF300)	35	6	1	42
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	12	0	0	12
Nonfiction 600 (DNF600)	72	8	6	86
Nonfiction 700 (DNF700)	16	3	3	22
Nonfiction 800 (DNF800)	5	2	1	8
Nonfiction 900 (DNF900)	38	2	2	42
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	28	1	2	31
Nonfiction (DNFIC)	3	1	1	5
Nonfiction New (DNFNEW)	119	10	14	143
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	1	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	2	0	0	2
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	3	0	0	3
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	94	0	94
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	9	0	0	9
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	1	0	0	1
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	84	8	5	97
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	10	1	0	11
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)				0
Storage (DZSTO)	1	0	0	1

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	13	0	15
Blu-Ray (RBR)	3	201	8	212
Books on CD (RBKCD)	4	40	9	53
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	5	59	0	64
Digital Audiobooks (RDA)	0	9	0	9
DVD (RDVD)	75	1118	89	1282
Equipment (REQP)	0	3	0	3
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	30	341	8	379
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	28	298	20	346
Genealogy (RGENE)	0	7	0	7
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	43	0	45
Hanging Bag (RHANG)	0	17	1	18
Hotspots (RWIFI)	3	15	4	22
ILL (RILL)	0	21	1	22
Internet (RINTER)	0	335	0	335
Juv. Audio book (RJAUDB)	2	15	0	17
Juv. Biography (RJBIO)	0	7	0	7
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	14	1	15
Juv. Digital Device (RJDDP)	0	1	0	1
Juvenile Easy (RJE)	44	194	13	251
Juv. Easy Non-fiction (RJENF)	7	16	0	23
Juv. Easy Reader (RJER)	17	168	0	185
Juv. Easy Reader NF (RJERN)	3	18	0	21
Juv. Fiction (RJFIC)	35	205	6	246
Juv. Graphic Novel (RJGN)	15	61	4	80
Juv. Launchpads (RPTAB)				0
Juv. Magazine (RJMAG)	0	6	0	6
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	17	127	10	154
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	54	0	55
Large Print Fiction (RLPF)	3	93	3	99
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	4	139	2	145
Large Print Nonfic (RLPNF)	3	3	0	6
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	1	154	0	155
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	3	0	3
Non-Fiction 100 (RNF100)	5	17	0	22

Non-Fiction 200 (RNF200)	2	18	1	21
Non-Fiction 300 (RNF300)	8	22	0	30
Non-Fiction 400 (RNF400)	0	2	0	2
Non-Fiction 500 (RNF500)	1	13	0	14
Non-Fiction 600 (RNF600)	24	104	11	139
Non-Fiction 700 (RNF700)	5	34	1	40
Non-Fiction 800 (RNF800)	1	5	0	6
Non-Fiction 900 (RNF900)	4	25	0	29
Nonfiction Blu-Ray (RNFBR)	0	0	2	2
Nonfiction DVD (RNFDVD)	3	44	2	49
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	26	98	22	146
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	2	0	2
Playaway View (RVIEW)	0	1	0	1
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	2	0	2
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	1	4	0	5
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	42	4	0	46
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	1	3	22	26
STEAM Kits (RSTEAM)	0	0	0	0
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	1	0	1
YA Audio book (RYAUDB)	0	0	0	0
YA Biography (RYAB)	0	2	0	2
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	8	50	1	59
YA Music CD (RYACD)	1	5	0	6
YA Nonfiction (RYANF)	2	2	1	5
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)				0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	5	1	8	14
Blu-Ray (WBR)	12	6	65	83
Books on CD (WBKCD)	2	7	44	53
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	3	11	15	29
Digital Audiobooks (WDA)	1	1	15	17
DVD (WDVD)	53	21	623	697
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	15	20	141	176
Fiction Fantasy (WFICF)	0	0	3	3
Fiction Inspirational (WFICI)	9	4	44	57
Fiction Mystery (WFICM)	5	4	30	39

Fiction New (WFICNEW)	46	11	100	157
Fiction Science Fiction (WFICSF)	0	1	1	2
Fiction Western (WFICW)	0	0	0	0
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	8	1	12	21
Hanging Bags (WHANG)	0	0	16	16
Hotspots (WWIFI)	1	16	6	23
ILL (WILL)	4	0	18	22
Internet (WINTER)	0	0	84	84
Juv. Audio book (WJAUDB)	4	1	9	14
Juv. Biography (WJBIO)	4	0	22	26
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	4	15	19
Juv. Digital Device (WJDDP)	0	0	1	1
Juvenile Easy (WJE)	30	10	259	299
Juv. Easy Non-fiction (WJENF)	1	0	43	44
Juv. Easy Reader (WJER)	15	2	115	132
Juv. Easy Reader NF (WJERN)	0	0	8	8
Juv. Fiction (WJFIC)	47	14	175	236
Juv. Graphic Novel (WJGN)	6	2	31	39
Juv. Launchpads (WPTAB)			6	6
Juv. Magazine (WJMAG)	0	0	9	9
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	20	6	106	132
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	4	1	100	105
Large Print Fiction (WLPF)	7	5	57	69
Large Print Inspirational (WLPI)	1	0	2	3
Large Print Mystery (WLPM)	4	0	7	11
Large Print New (WLPN)	11	4	103	118
Large Print Nonfic (WLPNF)	0	1	10	11
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	4	0	91	95
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	0	2	2	4
Non-Fiction 200 (WNF200)	2	2	4	8
Non-Fiction 300 (WNF300)	0	2	8	10
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	1	4	5
Non-Fiction 600 (WNF600)	5	14	48	67
Non-Fiction 700 (WNF700)	1	0	4	5
Non-Fiction 800 (WNF800)	1	1	2	4
Non-Fiction 900 (WNF900)	2	2	11	15
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	5	2	27	34
Nonfiction (WNFIC)	1	0	0	1
Nonfiction New (WNFNEW)	9	4	34	47
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	2	2
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	1	0	0	1
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	0	0
Vertical file (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	13	11	67	91
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	2	0	2
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)				0
Storage (WZSTO)	0	0	0	0
TOTAL	6061	4765	3093	13919

CIRCULATION BY HOLDINGS CODE
May 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	16	0	5	21
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	26	17	11	54
Blu-Ray (BR)	88	210	81	379
Books on CD (BKCD)	65	50	56	171
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	44	72	15	131
Digital Audiobooks (DA)	10	11	22	43
DVD (DVD)	924	1187	787	2898
Equipment (EQP)	26	3	0	29
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	304	385	164	853
Fiction Fantasy (FICF)	2	1	4	7
Fiction Inspirational (FICI)	77	7	44	128
Fiction Mystery (FICM)	83	9	32	124
Fiction New (FICNEW)	480	322	134	936
Fiction Science Fiction (FICSF)	9	2	2	13
Fiction Western (FICW)	1	0	0	1

Genealogy (GENE)	0	7	0	7
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	43	44	16	103
Hanging Bags (HANG)	5	23	18	46
Hotspots (WIFI)	8	44	18	70
ILL (ILL)	23	21	22	66
Internet (INTR)	316	335	84	735
Juv. Audio book (JAUDB)	22	16	9	47
Juv. Biography (JBIO)	30	8	23	61
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	12	21	16	49
Juv. Digital Device (JDDP)	8	1	1	10
Juvenile Easy (JE)	697	217	283	1197
Juv. Easy Non-Fiction (JENF)	53	**16**	44	113
Juv. Easy Reader (JER)	336	170	116	622
Juv. Easy Reader NF (JERN)	6	18	8	32
Juv. Fiction (JFIC)	670	230	188	1088
Juv. Graphic Novel (JGN)	107	66	42	215
Juv. Holiday (JHOL)	34	0	1	35
Juv. Launchpads (PTAB)	0	0	6	6
Juv. Magazine (JMAG)	16	6	9	31
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	234	138	137	509
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	179	55	101	335
Large Print Fiction (LPF)	78	102	60	240
Large Print Inspirational (LPI)	1	0	2	3
Large Print Mystery (LPM)	4	0	7	11
Large Print New (LPN)	101	147	110	358
Large Print Nonfic (LPNF)	6	7	10	23
Large Print Western (LPW)	6	0	0	6
Magazine (MAG)	269	154	92	515
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	3	3	0	6
Non-Fiction 100 (NF100)	15	20	3	38
Non-Fiction 200 (NF200)	15	21	5	41
Non-Fiction 300 (NF300)	43	30	9	82
Non-Fiction 400 (NF400)	2	2	1	5
Non-Fiction 500 (NF500)	13	14	4	31
Non-Fiction 600 (NF600)	101	126	65	292
Non-Fiction 700 (NF700)	22	37	8	67
Non-Fiction 800 (NF800)	7	8	3	18
Non-Fiction 900 (NF900)	44	29	13	86
Non-Fiction Blu-Ray (NFBR)	0	0	2	2
Non-Fiction DVD (NFDVD)	36	47	31	114
Nonfiction (NFIC)	4	1	1	6
Nonfiction New (NFNEW)	154	112	70	336
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	3	0	4
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	2	1	2	5
Reference (REF)	20	16	1	37
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	4	0	9
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	42	4	0	46
SRCS (From other libraries III-SRC	0	94	0	94
SRCS (SRCSW) Wheatfield	1	3	22	26
STEAM Kits (STEAM)	9	0	0	9
Vertical File (VF)	0	0	0	0
VHS	0	1	0	1
YA Audio book (YAUDB)	1	0	1	2
YA Biography (YAB)	2	2	0	4
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	105	69	73	247
YA Music CD (YACD)	1	5	0	6
YA Nonfiction (YANF)	12	5	1	18
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	1	0	0	1
				0
Free reads	116	119	30	265
Games/Puzzles	9	0	5	14
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6205	4898	3131	14234

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1263	1094	589	2946
Nonfiction	504	478	226	1208
CHILDREN'S BOOKS				
Fiction	2011	756	743	3510
Nonfiction	351	162	205	718
YA BOOKS				
Fiction	148	113	89	350
Nonfiction	14	7	1	22
Preloaded Dig Dev, Child	0	0	6	6
Magazines, Adult	269	154	92	515
Magazines, Children	16	6	9	31
Sound Recordings, adult	120	133	95	348
Sound Recordings, ch	40	65	43	148
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	43	101	22	166
STEAM Kits	9	0	0	9

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1050	1446	903	3399
Equipment	34	47	18	99
Total	5872	4562	3041	13475
A-V Circulation	1210	1644	1041	3895
A-V Circulation as % of total	20.6%	36.0%	34.2%	28.9%

CIRCULATION STATISTICS

May 2021

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	74	1	**1,263**	108	2	**1,094**	88	0	**589**	**2,946**
Nonfiction	40	25	**504**	50	21	**478**	19	2	**226**	**1,208**
CHILDREN'S BKS										
Fiction	43	3	**2,011**	67	2	**756**	44	2	**743**	**3,510**
Nonfiction	1	0	**351**	4	0	**162**	5	1	**205**	**718**
YA BOOKS										
Fiction	19	0	**148**	16	0	**113**	14	0	**89**	**350**
Nonfiction	1	0	**14**	2	0	**7**	0	0	**1**	**22**
Preloaded Dig Dev	0	0	**0**	0	0	**0**	0	0	**6**	**6**
Magazines,Adult	0	0	**269**	0	0	**154**	0	0	**92**	**515**
Magazines, Child	0	0	**16**	0	0	**6**	0	0	**9**	**31**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	10	0	**120**	9	0	**133**	4	0	**95**	**348**
Sound Rec/Child	1	0	**40**	6	0	**65**	1	0	**43**	**148**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**43**	0	0	**101**	0	0	**22**	**166**
STEAM Kits	0	0	**9**	0	0	**0**	0	0	**0**	**9**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	24	0	**1,050**	35	31	**1,446**	8	0	**903**	**3,399**
Equipment	0	0	**34**	0	0	**47**	0	0	**18**	**99**
TOTAL	213	29	**5,872**	297	56	**4,562**	183	5	**3,041**	**13,475**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,410	77,019	60,883
Circulation Increase/Decrease	**-14.9%**	**-5.0%**	**-20.6%**

MONTHLY SYSTEM STATISTICS	2020	2021	% change
Current month's Circulation	15,534	13,475	-13.3%
Jan. to date circulation	57,401	76,320	33.0%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXX	
						ADULT BOOKS
24,452	24,525	16,309	16,415	16,716	16,804	**Fiction**
19,639	19,654	19,277	19,306	8,145	8,162	**Nonfiction**
						CHILDREN'S BKS
15,709	15,749	14,238	14,303	13,286	13,328	**Fiction**
9,362	9,363	6,298	6,302	6,607	6,611	**Nonfiction**
						YA BOOKS
2,313	2,332	3,320	3,336	3,467	3,481	**Fiction**
641	642	366	368	77	77	**Nonfiction**
5	5	3	3	10	10	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,822	3,832	735	744	4,724	4,728	**Sound Rec/Adult**
648	649	4,157	4,163	824	825	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-46	-46	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,366	7,390	11,328	11,332	6,750	6,758	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
84,226	84,410	76,778	77,019	60,705	60,883	**TOTAL**
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

May 2021

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	220	48	314	68	277	60	811	176
LOCAL HISTORY								
In person	3	1	6	2	0	0	9	3
Letters written	9	9	13	13	0	0	22	22
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	316	13	335	14	84	4	735	31
Internet use-Wireless	372		403		217		992	
VCR Use	0	0	0	0	0	0	0	0
Microforms	3	0	49	7	0	0	52	7
Public FAX24	31		18		24		73	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	1	0	12	4	16	5	29	10
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	5		5		0		10	
Outreach activities	14	14	3	2	0	0	17	11
Meeting Room Use (no. of group	11	4	17	6	9	3	37	12
Study room use	12	1	7	1	11	1	30	3
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	489	5	350	4	221	2	1060	11
Pull Requests	0	0	0	0	1	1	1	6
E-books downloaded							2632	
IN-HOUSE USE ITEMS	245		232		66		543	
SELF-CHECKOUT USE	30		98		46		174	
INTERLIBRARY LOANS								
Requests made for:	19	5	19	5	1	0	39	10
Items rec'd for:	20	10	16	8	1	1	37	19
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6224	10497	3917	20638
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	205	410	94	709
Number of New Patrons Added	15	17	7	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	1	6	1	6	0	0	2	12

Children's Programs (0-13)	1	6	2	12	3	18	6	36
Number attending	5		5		842		852	
YA Programs (14-17)	1	6	1	6	0	0	2	12
Number attending	2		2		0		4	
Adult Programs	1	6	1	6	0	0	2	12
Number attending	8		10		44		62	
Senior Citizen Programs	0	0	2	12	3	18	5	30
Number attending	2		10		16		28	
Total Number of Programs	**4**	24	**7**	42	**6**	36	**17**	102
Total Persons Attending	**17**		**27**		**902**		**946**	
Total Attending Same Month Last Yr.	0		0		0		0	
Total Staff Hours Spent		134		174		113	420	421
Total Number of In-House Program	**4**		**7**		**3**		**14**	
Total Attendance	**17**		**27**		**20**		**64**	
Total Number of Outreach Program	**0**		**0**		**3**		**3**	
Total Attendance	**0**		**0**		**882**		**882**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4350	74.1%	2890	63.5%	2202	72.3%	9442	70.1%
Corporate	8	0.1%	0	0.0%	0	0.0%	8	0.1%
Juvenile 0-11	28	0.5%	44	1.0%	29	1.0%	101	0.8%
Juvenile-AV	509	8.7%	263	5.8%	264	8.7%	1036	7.7%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	56	1.0%	170	3.7%	51	1.7%	277	2.1%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	3	0.1%	3	0.1%	0	0.0%	6	0.0%
Reciprocal YA	0	0.0%	1	0.0%	1	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	3	0.1%	1	0.0%	4	0.0%
School	0	0.0%	7	0.2%	0	0.0%	7	0.1%
School AV	0	0.0%	23	0.5%	0	0.0%	23	0.2%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	86	1.9%	0	0.0%	86	0.6%
Staff	771	13.1%	904	19.9%	424	13.9%	2099	15.6%
Walking books	29	0.5%	13	0.3%	0	0.0%	42	0.3%
YA 12-17	0	0.0%	5	0.1%	5	0.2%	10	2.4%
YA-AV	116	2.0%	137	3.0%	67	2.2%	320	2.4%
Total	5870		4549		3044		13463	
All items borrowed by nonresidents	59	1.0%	207	4.6%	53	1.7%	319	2.4%

R7

Salary Ordinance 2021
Updated 6/14/21

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Samantha Kampersal	Publicity Assistant	$12.82	5/17/21	12	D
Payton Caldwell	Clerk	$10.22	6/1/21	14	W

We have hired Samantha Kampersal as our Publicity Assistant, replacing Autumn Fagenbaum who was promoted to Youth Services Specialist. Samantha will continue in her DeMotte Clerk role simultaneously.

We have hired Payton Caldwell as a Wheatfield Clerk, replacing Autumn Fagenbaum who was promoted to Youth Services Specialist.

We have examined and approved the changes to the 2021 Jasper County Public Library Salary Ordinance. Dated 6/14/21.

Julie Davidson

Natalie A. Walling

Janet Umlauf

R10

Internet Use and Safety Policy

Jasper County Public Library (JCPL) multi-use computers provide access to the internet, digital information, online catalog and Microsoft Office software.

The internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the internet. JCPL has no control over material residing on the internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

To access the internet via a library computer, users must sign-in at ~~register for~~ a multi-use workstation with their own library card or a guest pass.

Privacy/confidentiality: The library cannot guarantee the confidentiality of personal information transmitted over the internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the internet. Parents should instruct their children regarding safety and security when using electronic mail, social networking websites, chat rooms, and other forms of direct electronic communication and NEVER to give out personal information (name, address, phone number, etc.) online.

Children and the Internet: Children ages 16 and under must have parental permission to use the internet or view materials on the internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible internet users. Even though an internet filter is active on library-owned internet computers, parents should realize a filter is only partially effective and monitor their children's use of the internet. The Library staff cannot determine what a parent will consider appropriate for his/her child. As a part of its Internet Use and Safety Policy, the Library highly recommends that parents visit safekids.com for information on children and online safety. The library strongly recommends that parents use the internet access services provided by the library with their children and that the parents provide appropriate supervision. **A signed permission slip is required for children who will use the internet independently. A signed permission slip is not required for children who are seated at an internet computer with their parent/guardian.**

Online catalog computers give access through the internet to INSPIRE and other online databases and should only be used for those purposes. Branches with Genealogy computers allow access to the internet for genealogical research. Genealogy computers/printers/scanners are accessible to all patrons 9th grade and older. Parental consent is not required for minors.

Individuals Using Their Own Equipment: Wireless internet access is available at all JCPL locations. Patrons are welcome to bring wireless devices into each of our branches, however, technical support is not available for personal devices. **Individuals using their own equipment remain subject to the terms of this policy. Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they secure their devices.**

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the internet and to change those rules at any time, without notice. The Library may limit available bandwidth in order to ensure a minimum standard of service to all users. All users, regardless of age, are expected to abide by the following rules:

1. Some material on the internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include, but are not limited to:

    - use of the internet for illegal purposes
    - use of the internet to send or display sexually explicit or sexually suggestive materials
    - use of the internet to send unsolicited commercial material or spam
    - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
    - activities that could interfere with or disrupt computer users, services, or equipment

2. Copyright restrictions and licensing agreements may not be violated. All communications and information accessible via the internet should be assumed to be private property.

3. Because the library receives Federal funding for our internet access, Federal law requires that we filter our library computers to protect against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with internet access by minors – harmful to minors. "Minor" is defined as any individual who is under the age of 17. Parents may not authorize filter disabling for their children. Those individuals 17 and over may request that the filter be disabled for their own personal use. The library will not override websites identified as having Malicious

Downloads, Malicious Sites, Spyware/Adware/Keyloggers.

4. Because the library is a public place, staff members have the authority to end an internet session when the Internet Use and Safety Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use and Safety Policy.

5. Use of the internet by both patrons and staff may be monitored.

6. The Library reserves the right to limit the amount of time users may spend online.

7. In consideration for the privilege of using JCPL's internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the internet.

8. Jasper County Public Library wireless internet is intended for use on library property. Piggybacking on library wi-fi is prohibited.

9. Internet users may not attempt unauthorized access, including "hacking" and other unlawful activities.

Internet Use Policy (for employees)

The Internet Use and Safety Policy, as stated above, applies to both patrons and employees.

The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment. Employees are encouraged to establish and use a non-work email address for personal correspondence.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

2/96; revised 6/19; revised 6/21

JCPL Long Range Plan Report
June 2021

Goal 1 – JCPL is a welcoming community hub.

Measurable Outcomes:

Increased usage of the library and its services-patrons are starting to come back in greater numbers each day; 15.5% increase in direct searches for our libraries in Q1 2021 over Q4 2020; 26% increase in requesting directions to our libraries in Q1 2021 over Q4 2020.

Improved satisfaction with library website- our Community Resource guide has been getting a lot of community shout-outs lately.

Evidence of improvements to our facilities inside and out – landscaping, color schemes, furniture, floor coverings, parking- completed spring clean-up around the libraries; painted the Rensselaer staff entrance door, to aid in minimizing swelling of the door during warm weather, so it will close without pressure: completed landscape improvements around the perimeter of the Rensselaer Library; seeking quotes to do same at the branches; updated floor plan for Rensselaer Library staff and patrons (with plans to do so same for the branches); added an eye-catching activity desk to Rensselaer Children's Department (rehomed from a nearby library and free to us); continue to work on DeMotte Library parking project.

Evidence of continued safety training for staff and evaluation of current safety measures- ASK Committee is currently reviewing emergency procedures for accuracy.

Goal 2 – JCPL will collaborate with community partners to contribute to an interesting, thriving, prosperous community.

Measurable Outcomes:

Evidence of new and continued collaboration – assisting Jasper County Health Department with vaccine scheduling & registration; working with the Jasper County Historical Society on research requests they receive from the community and they are beginning research for the annual cemetery walk; received trees from Neighborhood Forest to distribute to our patrons for Earth Day; solicited and received donations for our Summer Reading Program from area businesses; Rensselaer Rotary continues to send a donation to buy books in honor of their monthly speakers; partnering with our local parks for outdoor summer reading programs in DeMotte, Wheatfield, and Rensselaer; continue to work with our Chamber & Rotary groups; making plans in advance to support the Jasper County Fair with activities in the Open Class building.

Evidence of continued communication with community school students and faculty – worked with school media specialist at DeMotte Elementary to pass out summer reading flyers; worked with Kankakee Valley High School and DeMotte Christian School to get yearbooks for the past few years to add them to our Indiana Room collection; classes from Saint Augustine are coming in to get books and pre-K is coming in on Fridays for a story; we continue to send stories on a zip drive and crafts to go along with them to Head Start; we are marketing Summer Reading via notices to the schools promoting our summer reading program; participated in virtual class visits with Wheatfield Elementary students and in person summer reading visits with Wheatfield Elementary and Kankakee Valley Intermediate School.

Evidence of continued communication with community organizations, businesses, and government units –received an REMC Round up grant for our Summer Reading Program; Jasper Foundation referred former residents to the library for possible donation of Hanley memorabilia; assisted with asset mapping for Franciscan Alliance initiative.

Increased volunteerism in the community-more of our previous volunteers are back in the library.

Reviewed and revised policies and practices that are more community-focused – entered Phase 6 of our Phases to Re-Open Plan which enhances community access and use.

Evidence of continued collaboration with other area libraries – Books2Bridge met over Zoom to discuss possible next steps; participated in various counterparts meetings; shared IT emergency procedures with NICCL members; participated in numerous roundtable discussions with libraries around the state and the Indiana State Library; shared the details of our Phases to Re-Open Plan with NWI libraries upon request.

Evidence of increased donations and support for the library – received numerous summer reading donations from local businesses; received CARES Act money for COVID-related expenses (round 2).

Evidence of improved communication amongst community leaders – Jasper County Clerk visited our Wheatfield Library with a small group to learn about our facility as a possible Voting Center.

Increased attendance at library events – service counts are slowly climbing as evidence by use statistics.

Evidence of increased awareness of community events – community organizations frequently contact us with flyers and other community information to share; we are discussing new ways to share library information (Chamber email blast and community marquees for example).

Leadership training courses available in the community due to library partnership – none noted

Goal 3 – JCPL will evaluate services and collections, and how they are marketed to the public.

Measurable Outcomes:

Maintained or increased number of patron requests acted upon – continue to order majority of patron requests when available; maintaining ILL requests for patrons and ordering requested items for them; began to purchase hard-to-find items from Amazon.

Completed Summer Reading Program Evaluation – Children's Librarians provided an overview or our Summer Reading program at our May Management meeting.

Logo utilized on marketing and published materials – passed out "We Love Our Library" signs to patrons; new imprinted marketing items selected and purchased.

Marketing materials made available to welcome centers for new residents –

Evidence of increased community awareness of what the library is doing and why – continue to distribute library newsletter to local businesses; all kits taken for take-it-make-it programs for patrons in March and May: 2020 Survivor Badges and Baby Yoda Shrinky Dinks for May the 4th (Star Wars Day); continued to post important information on Facebook and Instagram; 23% increase in reaching patrons in Q1 2021 over Q4 2020.

Evidence of new and expanded services – virtual poetry program (completely digital; launched Indiana State Library 90 Days Large Print Rotating Collection; introduced Beanstack platform to staff and community; for Children's Book Week, we gave every child who checked out a book a free book ; continue to offer take and make activities for families to do at home; introduced interactive wall displays at Wheatfield Library; initiated a new look for our library newsletter with the May/June edition; added text notifications to our TLC options.

Evidence of community conversations/turning outward - none noted

Goal 4 – JCPL engages its staff and community in lifelong learning.

Measurable Outcomes:
Evidence of staff training on tech competencies, and community engagement – continued working with an MCLS strategist to develop Digital Literacy competencies and training on our Digital Literacy Plan which will be our focus for Staff Development Day 2021; attended the ISL Resource Sharing webinar; attended latest REALM webinar; updated NICHE academy access on staff links page and added staff account information to intranet; attended Youth Services Round Table Webinar.

Increased number of learning opportunities in technology, health, finance, security, life skills, literacy, civic-mindedness, and the arts - July/August newsletter feature article written to explain geocaching and caches at the library.

Increased number of opportunities for staff to visit other libraries or educational opportunities-

Increased awareness, promotion, and use of digital resources- held two sessions of Facebook Live Trivia- increased participation at second; greater reach *(program was attended by patrons at all three locations, and there was interest at the April one for when the next one would be held)*; regarding Online Internet Archive Yearbook usage, 8% increase in views for our yearbooks in Q1 2021 over Q4 2020.

Evidence of continued digitization, making accessible interesting and/or historically significant items – Hanley memorabilia donated to the library for ongoing display; uploaded several history videos on You Tube from the Library collection (one video alone, the dedication of the Rensselaer Library, received 72 views in three months. Other videos have ranged from a single view to 16 in the same amount of time); received permission to have KV Post and Rensselaer Republican microfilm digitized up to 2015.

Evidence of library events where citizens can discuss and learn in a positive environment – system-wide poetry contest; offered a game/puzzle exchange; system-wide virtual Minecraft game; began offering regularly scheduled programs again like Magnificent Monday and Family Story Time; offered adults and children's to-go craft kits.

R 16

Jasper County Public Library

COVID-19 Mitigation Plan

The health and safety of Jasper County Public Library (JCPL) employees is a top priority. Since the onset of the COVID – 19 pandemic JCPL has monitored and adjusted library operations and services based on and consistent with federal, state, and local health recommendations. The following mitigation plan has been developed and updated periodically to protect the health of both individual employees and the public. Further updates will be shared as their implementation date draws nearer and as details solidify. Generally speaking, we expect many of the restrictions on operations and conduct to lessen over time, though certain practices – particularly those related to handwashing and other personal and environmental hygiene – likely will become long-term or permanent aspects of our operations.

JCPL expects all employees to adhere to the safety measures set forth in this plan (and others that may be announced from time to time). Failure to support the health and safety goals listed below may lead to disciplinary action. This plan does not alter the at-will nature of JCPL employment. Given the nature and purpose of the library's efforts, this document may be updated and modified as new situations arise or new information becomes available. Employees will be notified of modifications to the extent and as soon as feasible.

The Management Team will monitor and implement this plan. Questions or suggestions are welcome and should be directed to the Business Office or the Director (preferably via phone or email, and – if in person – while maintaining social distance). JCPL may not always have an answer (immediately or at all), but will always do its very best to provide one.

I. Maintaining Social Distancing Recommendations

A. JCPL requires social distancing of at least six feet between employees whenever feasible (e.g., excluding situations such as passing co-workers in a hallway or traveling past a co-worker's work space).

B. JCPL may make changes in services, library hours, and schedules to maximize employees' ability to adhere to social distancing recommendations. Additionally, Plexiglas sneeze guards will be installed in staff and public areas to aid in mitigation.

C. Employee schedules may be staggered to minimize the number of employees in a building with at least a 15 minute interval between team changes to avoid or minimize team interaction.

D. All departments with fixed workstations will adjust work areas to adhere to at least a six foot distance.

E. Employees will have a set schedule and anyone unable to work any portion of their schedule should speak with their supervisor in regard to the reasons why and to discuss the options available to them.

F. Employees will not be in the building when their team is not scheduled except with prior approval of the Director. Social distancing must be maintained.

G. Senior staff who are not scheduled at their building for their weekly hours will be responsible for completing their weekly hours using telecommuting as per Director parameters.

H. Clerks and Pages will be scheduled as close to their normal hours as is possible.

I. Janitors will be scheduled their full hours since they are unable to telework. However, like all employees, janitors are expected to maintain social distancing and utilize appropriate PPE and hygiene protocols.

J. Employees should rely upon phone calls, texts, emails, and virtual meetings to communicate and work together to reduce face-to-face contact.

K. Employees should work six feet away from their co-workers. If the nature of an assignment renders six-foot distancing impossible, notify and discuss with the manager on duty.

L. Employees in small shared offices or close work stations will be moved to an alternate place in the building to work.

M. Employees should enter and exit the library buildings moments or minutes apart as needed to maintain physical distancing. Do not congregate in physical proximity in connection with shifts starting or ending (or any other time).

N. Strive to follow the CDC's recommendation to decrease social contacts in the workplace, such as in-person meetings and group lunches.

O. One employee at a time may be in the staff lounge, and only to use the refrigerator and microwave. Wash hands immediately before and after handling shared appliances. Employees will bring their own dishes and utensils and will take them home at the end of each shift to be cleaned. Carry-in events and shared coffee pots are discontinued at this time.

P. Any employee using the staff lounge must continue to keep the six foot physical distance requirement.

Q. IT or Maintenance may be required to enter your building for repairs. Please be considerate and remain physically distant. IT and maintenance staff will wash their hands prior to and after repairs.

R. Current library services will be limited or modified to ensure that proper social distancing between employees and patrons can be maintained.

S. Patrons will be required to stay in their car during curbside service.

T. Any patron services added will have minimal staff-patron interactions and will require physical distancing ability.

U. Employees should complete incident reports regarding any patrons who repeatedly – and despite polite but clear verbal redirection – violate the social distancing requirements, face covering requirements or do not stay on the patron side of the Plexiglas sneeze guards.

II. Implementing Basic Infection Prevention Measures

A. Employees will disinfect their work areas and high-touch surfaces at the beginning and end of each shift using paper towels and JCPL-provided disinfecting solution. High touch surfaces include such things as door handles and locks, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, shared kitchen surfaces, microwave handles.

B. Employees will frequently and thoroughly wash and sanitize hands using CDC guidelines.

C. Handwashing is always important but particularly important when changing between work activities, moving materials between co-workers and patrons, or processing the book drop. This is not an exhaustive list. Employees will wash hands before and after such activities to prevent cross contamination.

D. Employees will actively refrain from touching their face – mouth, nose, and eyes – while at work.

E. Employees will practice respiratory etiquette (e.g., sneeze or cough into the shoulder or inside elbow whenever possible, facial tissue if not possible, and into hands as a last resort, always followed by prompt hand-washing and any other appropriate clean-up).

F. Employees will respect personal working spaces and not use co-worker's desk, phone, or workspace.

G. Shared workspaces should be sanitized thoroughly between users and at the change of each shift using JCPL-provided solution.

H. Employees should carry their own writing utensils.

I. Employees will contribute to basic housekeeping practices including routine cleaning and disinfecting of shared surfaces, equipment, and other elements of the workspace.

J. Non-essential doors are to remain open to avoid touching. Front and back doors should remain closed.

K. Handwashing signs will be posted in all public and staff restrooms that reflect proper handwashing procedures.

L. Soap and paper towel will be available at all sinks, including public restrooms, for handwashing.

M. Hand sanitizer will be made available for staff and patrons as supplies allow.

III. Utilizing Personal Protective Equipment (PPE)

A. The library will follow local health department guidance and/or the Indiana Governor's Executive Orders in regard to face coverings. ~~Face coverings are recommended for employees and patrons unless otherwise required by local and/or state officials.~~

B. Employees are responsible for using face coverings properly and for keeping them clean in consideration of CDC guidelines.

C. Face coverings should not hinder job performance.

D. Signs will be placed at library entrances to alert patrons that face coverings are recommended or required in consideration of item A in this section.

E. Social distancing should still be followed even while wearing face coverings or other PPE.

F. Janitorial staff will receive priority access to gloves if supplies run short, especially when cleaning with harsh chemicals.

G. Upon removal of any PPE, employees must wash hands thoroughly before touching anything else.

H. Employees are encouraged to rely on frequent and thorough handwashing.

I. Gloves must always be available in spill kits to aid in the clean-up, transportation, and disposal of potentially infectious blood or body fluid spills.

J. Employees may wish to bring their own gloves, but improperly utilized gloves can be a greater source of contamination than bare hands. Employees wearing gloves can become complacent about following proper hand hygiene guidelines. Any employee that wishes to use their gloves at work must ensure frequent glove changes and handwashing before changing work activities.

K. Used PPE of any type must be disposed of in lined trash receptacles (or tied/sealed plastic bags pending placement in receptacles). Employees who leave or discard of PPE improperly – including without limitation by leaving used PPE on the ground in the parking lot – will be disciplined.

IV. Responsibilities for Monitoring Individual Health, Wellness, and Contacts With Others (At and Outside Work)

A. The library will post notices regarding the symptoms of COVID-19 in public and staff areas.

B. All employees are responsible for monitoring how they feel and remaining alert to potential symptoms of COVID-19, which include cough, shortness of breath, and fever (among other possible symptoms). This is an ongoing obligation and specifically includes a conscious assessment immediately prior to each time an employee reports to work at a JCPL facility. By commencing work at any JCPL site, you are representing that you have self-assessed and are not currently experiencing COVID-19 symptoms.

C. Employees are welcome (but by no means required or expected) to consider utilizing the free COVID-19 self-assessment available at: https://landing.google.com/screener/covid19.

D. If an employee does not feel well, exhibits any COVID-19 symptoms, or has a temperature above 100.4 (or feels feverish), the employee must stay or return home and notify their supervisor immediately. In such situations, employees need only inform their supervisor that they are experiencing symptoms associated with COVID-19 and the basic identification of each symptom (e.g., "shortness of breath" or "fever.". Employees need not share further details when reporting to supervisors and supervisors should not solicit further details. The Business Office may seek limited follow-up information in appropriate cases.

E. Employees who have had "close contact" (as defined by the CDC) with confirmed or probable COVID – 19 cases must stay or return home and notify their supervisor immediately. In such cases, employees will be required to quarantine and/or requested to test for COVID – 19 in accordance the most current CDC, state, or local health authority guidance. CDC's definition of close contact is based on physical proximity and duration and can be found here: https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact.

F. Employees are encouraged to follow the CDC's recommendations on what to do if exhibiting symptoms (https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-ncov-fact-sheet.pdf) and how/when to quarantine following close contact with someone who has COVID – 19 (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html).

V. Handling Library Materials

Handling materials is one of the most complex areas of operations during a pandemic due to the potential of virus transmission on shared objects such as books and DVDs. We will use data provided by the REALM study to guide our decision making.

Materials Entering JCPL Facilities from non-JCPL Facilities

A. Employees handling materials as they enter a JCPL facility will wear gloves as supplies allow.

B. Employees will remove items from book drops and leave in current status.

C. Designated carts will be used for emptying book drops and will not be used for other activities.

D. Items emptied from the book drop will be quarantined for 120 hours.

E. Each library will designate a quarantine area for book drop materials that is away from staff work or travel patterns.

F. Items will be placed on tables or on the floor in the designated quarantine space.

G. For management of the quarantine, a slip will be taped to the table with the date items were placed in quarantine and date/time (120 hours from arrival) that materials will be available to be checked in.

H. After 120 hours a designated cart (clean cart) will be used to transfer library materials to an area for check in.

I. Once checked in, items are available for shelving or holds.

Couriered Materials

A. Items that are transferred via the courier do not need to be quarantined as the item is either coming off the shelf of a sending library or has already been through quarantine at the sending library.

B. Each library will designate a dispatch area for the use of the courier.

C. The transport area must be away from staff work areas to minimize possible contact courier would have with co-workers.

D. Each library location will establish a receiving area for courier deliveries to limit contact between delivery personnel and library staff.

VI. Cleaning and Disinfecting

A. Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces.

B. Disinfecting works by using chemicals or ultraviolet lights to kill germs/viruses on surfaces or objects.

C. A combination of cleaning and disinfecting will be most effective in mitigating the COVID-19 virus.

D. The library will follow CDC guidelines for cleaning and disinfecting facilities.

E. The janitors are responsible for the daily cleaning and disinfecting of the library.

F. The other employees are responsible for cleaning and disinfecting their work areas and /or shared work areas, supplies, and equipment as previously explained.

G. Cleaning and disinfecting will take place at the end of each shift before a team leaves the building.

VII. Symptoms in the Workplace

A. Employees who report or demonstrate symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees and sent home. The current team supervisor will notify the Business Office immediately. The Director and/or Business Office will determine the length of time an employee will need to remain isolated and/or off work based on the facts and circumstances of each situation and according to the most current public health authority guidelines, including without limitation CDC Public Health Recommendations for Community-Related Exposure.

B. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. A list of symptoms is available on the CDC website. Certain symptoms that are common to other conditions may not require extended isolation and/or absence. However, any/all symptoms must be reported and will result in initial isolation as set forth in the preceding Paragraph A, with management determining the length of further isolation on a case-by-case basis.

C. If a sick employee is suspected or confirmed to have COVID-19, JCPL will follow CDC cleaning and disinfection recommendations.

COVID – 19 Vaccinations

A. JCPL's position regarding vaccinations is based on our overall commitment to health and safety and the information currently available during the uncertain and ever-changing landscape of the pandemic. More specifically, the Library has carefully considered: the role that vaccinations are expected to play in combatting the pandemic; the information currently available about COVID – 19 vaccinations' effectiveness and potential effects in different groups and individuals; and the proximity in which we must necessarily come to others in the course of performing our jobs.

B. We are **not** "mandating" or requiring employees to receive the COVID – 19 vaccination at this time. **However,** JCPL strongly encourages all who can safely get the vaccine to do so, and we urge each individual employee to make their own informed decision, in consultation with their chosen health care provider(s).

C. The effectiveness of the COVID – 19 vaccine is not guaranteed to be complete or immediate. Accordingly, because this plan is aimed at protecting the Library community as a whole, and again based on currently available information, an employee's individual decision to receive (or not receive) a COVID – 19 vaccine will have no impact on any other provisions of this plan. As non-exhaustive examples, employees remain responsible for monitoring and reporting their symptoms at all times (see Section IV and VII above), maintaining appropriate distance from others (see Section I), and engaging in good personal hygiene and cleaning practices as to their persons and their surroundings (see Sections II-III, V-VI). Those experiencing symptoms consistent with COVID – 19 will continue to be isolated from the workplace as circumstances warrant based on recommendations by the CDC and/or state or local health authorities (see also Section VII(b) above.

Adopted May 11, 2020; revised June 8, 2020; revised September 14, 2020;

revised November 9, 2020; revised December 14, 2020; revised February 8, 2021

Director's Report
May 2021

Consent Agenda

You will be approving the minutes of the May board meeting, bills, and financial reports.

2021 Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the 2021 Salary Ordinance Update as presented.**

Policies for Review: There are four policies up for review in June: AV Equipment Loan Policy, Hotspot Policy, Internet Use and Safety Policy, and Social Media Policy. We recommend one minor vision to the Internet Use and Safety Policy. Please see R 10. We no longer require patrons to register via a kiosk to use the internet. They simply sign-in at a multi-use workstation. Revising the language is meant to clarify how this works for staff and patrons. We are not recommending any revisions to the other policies that are up for review. **If you approve the Consent Agenda items, you will approve the revisions to the Internet Use and Safety Policy as presented.**

General Business:

Oath of Office – Kristie Housman: Kristie Housman has been re-appointed to our library board by the Rensselaer Central School Board. Kristie will take her oath of office at our June meeting.

Annual Impacts – Webmaster Report: Mel Widner will make her annual report to the board.

DeMotte Parking Lot Project Update: On May 28 I emailed the following to our attorney, Ed Dumas: *Have you heard anything from KV Schools or the town? Our next board meeting is June 14, and I will want to update the board. You had told me that this would take some time, so I am not worrying, but I am curious. I anticipate the board will be looking for an update. We hope to get the parking lot finished before winter.* On that same day Ed sent this reply: *I did a written reminder to both—no response –will call Don Street and the Town Tuesday morning.* I have not heard anything further but plan to check in with Ed before we meet at 6pm on June 14.

DeMotte Touch of Dutch Festival: The festival will be held on Saturday, August 14, 2021 in DeMotte at Spencer Park. A 5K Run begins at 8am near the library and follows the same route as usual that ends behind the library. Branch Manager, Shannon, recommends being closed on festival day due to congestion around the library and struggles of getting to the library. The Friends of the Library hope to hold a book sale in the library meeting room (this depends on our Phase of Re-opening at that time). One staff member will remain at the library all day, even if the library is closed to the public. Board approval is needed to close the DeMotte Library or modify hours on August 14, 2021.

JCPL COVID-19 Mitigation Plan Revision: We recommend a revision to our Mitigation Plan, striking this language from Section III, item A: *Face coverings are recommended for employees and patrons unless otherwise required by local and/or state officials.* In his latest Executive Order Governor Holcomb states this regarding Face Coverings: *All individuals within the State of Indiana are encouraged to follow the CDC guidelines on whether and when wearing a face covering is warranted.* The library will follow this direction. Please see R 16. A board vote is required.

2022 Budget Committee: Our Budget Workshop with our DLGF Field Rep is scheduled for July 29 at 1:30pm. This year's meeting will again be virtual. I need to establish a meeting date/time with members of the Board Budget Committee to review budget recommendations before I meet with the Field Rep. Committee members include Mark Heinig, Chair; Janet Umlauf and Julie Davidson. We will advertise the committee meeting as required once we pick a date/time.

Director's Report:

Long Range Plan/Technology Plan Update: Please see R 12 for a report on March, April, May accomplishments.

Summer Reading is underway! Children and adults will track their reading and participate in reading challenges on their mobile phone. Programs will be a combination of in-person and virtual with some off-site at local parks and some on the library lawn. There are contingency plans for rain and individually wrapped treats will be provided on some program days. We will promote via radio spots, press releases, via our Chamber groups, and on community marquees if possible.

Rensselaer Library received a very nice donation for our local history collection, James Hanley memorabilia. A picture is worth 1000 words so I will bring the items to our June meeting so that you can see them. The items were donated by Walter and Susan Schaltenbrand. Mr. Schaltenbrand used to teach music in the Rensselaer Schools years ago and has since moved out of state.

The Jasper County Fair is scheduled for July 24-July 31. We will not have a booth this year, but we will support the fair and market the library as we offer activities in the Open Class/Community Building for one day.

I attended a virtual Indiana State Library Quarterly Directors Update in late May. I wanted to update you on a few things that I learned.

- In future ISL will provide Quarterly Directors Updates. This is a new way for them to keep direct communication open with Directors. Next one will be in late August/early September.
- A few changes are in process with the Inspire database. Stephanie Asbury mentioned some curation of research categories and new social media marketing that will begin just before the new school year. She had a bit more to share, but all of this will be coming out via announcements and updates, so please be watching for the details.
- A new certification portal is coming; go live date is July 1.
- $3.4 million in ARPA funds are coming to the State Library; statewide projects and subgrants are planned for Indiana libraries; ISL expects to send a Grant Application out this summer. These funds will be geared toward open and expanded services and facility enhancements/improvements (no construction). This is a reimbursable grant (spend the money first and then receive the funds to cover your expenditures); monies must be spent by October 2022. ISL is still fleshing out the parameters of the projects and grants. More info will be coming.
- Governor Holcomb signed HEA 1437 that is now in effect and states that library board members may participate in meetings electronically (there are many guidelines that affect how this must work). To be able to do this, the board must first adopt a written policy establishing procedures for electronic participation. I will be sharing this information with the board at a future meeting and working with them on a policy. (Note – for the past year electronic meetings have been permissible due to the pandemic (disaster emergency) conditions – HEA 1437 speaks to times when we are not under a disaster emergency).
- Indiana Standards and Certification will soon be under review. An advisory committee will be assembled to review and possibly make recommendations to the Indiana Library & Historical Board this fall. This is a long process. The earliest any changes would go into effect is January 2023. I volunteered to serve on this advisory committee.

There were a good number of participants in the meeting, and it was recorded for later viewing.

Rayann and I attended the virtual 2021 Public Library Budget Workshop facilitated by the Indiana State Library. Some portions of the workshop were total review but the State Board of Accounts Update gave us quite a to do list as some new processes and policies will be needed: a process to report cybersecurity incidents to the Office of Technology (more info will come to us about how that will work); enhanced regulatory reports in a variety of financial reporting areas; reporting reductions in tax revenue due to tax abatements (county auditors will provide this information but we have to request it and report it), and a

Capitalization Policy and a Depreciation Policy. There are lots of new reporting and accounting practices.

System Administrator News

Sheila spent a great deal of time working on our Digital Literacy Plan assessment and met with Computer Troubleshooters regarding tutorials to improve staff skills. With assistance from Roeing she began configuring the 7020 Dell model for patron use and upgraded several pcs to Windows 10/0365. She also researched zoom equipment for meeting room use, a staff request. We are in the midst of applying for a grant to fund this equipment.

Technical Services News

Becky participated in the Digital Literacy Committee meeting. Mary, Jean, and Becky received their new PCs. Becky began working on Series authorities to clean them up and use the current standards.

DeMotte Library News

Shannon reports, "Neile is working with Autumn to create the summer reading display in the lobby. The book tower was themed for Memorial Day with books from WWI and WWII. 10 books were checked out. It's nice to bring awareness to some overlooked events via the book tower. The macramé keychain craft to go for adults was very successful. We had 21 kits taken. Neile has been working with a local florist to book a succulent gardening program for July."

Rensselaer Library News

Linda reports, "for the Star Wars- May the 4th be with you -we passed out 36 string art and 39 Shrinky-dink kits. The two book discussions continue to meet with a combination of in-person and Zoom participants." Janice reports, "May was busy with programs and preparation for summer reading. We made some improvements to our butterfly garden with the addition of new plants and moving some plants. We were unable to go to the schools but the librarians at the schools were kind enough to talk to the students about summer reading and hand out information on how to sign up."

Wheatfield Library News

Evie reports, "Everyone has been working to prepare for Summer Reading. Rachael and Nikki have prepared activities and crafts and shopped for prizes. Autumn (while still here), Evie, Carolynn, and pages worked on creating a display of life-sized animals for the art wall. Carolynn and Nanette created new displays, and Evie created a reading log for the adult program. Rachael visited Wheatfield Elementary and KVIS to promote Summer Reading."

Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet. -Patty

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JCPL FINANCIAL STATEMENT

May 31, 2021

	Beginning 2021 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$986,255.79	$183,103.02	$921,366.10	$508,313.71	$812,862.85	$877,752.54
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$23,037.10	$525.15	$4,526.60	$2,671.48	$10,278.08	$28,788.58
DeMotte	$7,596.28	$108.99	$1,088.02	$0.00	$2,560.15	$9,068.41
Rensselaer	$13,051.35	$312.34	$2,680.53	$1,025.00	$5,639.15	$16,009.97
Wheatfield	$2,389.47	$103.82	$758.05	$1,646.48	$2,078.78	$3,710.20
Library Improvement Reserve Fund	$232,233.18	$0.00	$0.00	$17.82	$94.18	$232,327.36
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,276,263.01	$525.00	$2,735.00	$123.39	$658.70	$2,274,186.71
Includes Investments of: $2,108,120.47						
State Technology Fund Grant Fund	$1,101.29	$1,782.00	$8,910.00	$0.00	$17,448.98	$9,640.27
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$78.67	$0.00	$55.26	$0.18	$5.27	$28.68
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$7,685.21	$39,075.90	$7,685.21	$39,075.90	$0.00
FICA Tax Collected	$0.00	$8,055.58	$41,312.34	$8,055.58	$41,312.34	$0.00
State Tax Collected	$0.00	$3,625.36	$18,583.10	$3,625.36	$18,583.10	$0.00
County Tax Collected	$0.00	$2,754.61	$14,184.53	$2,754.61	$14,184.53	$0.00
INPRS	$0.00	$2,970.96	$16,045.84	$2,970.96	$16,045.84	$0.00
Deferred Comp Plan	$0.00	$3,040.00	$14,850.00	$3,040.00	$14,850.00	$0.00
Pre-tax Insurance Plan	$0.00	$4,159.41	$20,572.04	$4,159.38	$20,800.10	$228.06
Life Insurance	$0.00	$336.66	$1,755.38	$336.64	$1,752.88	($2.50)
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,522,381.94	$218,562.96	$1,103,972.09	$543,754.32	$1,007,952.75	$3,426,362.60

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Bank Balances

Jasper County Public Library

Report as of: **05/31/21**

	Bank	
1	Alliance Bank	$1,317,972.13
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,108,120.47
	Total all banks =	**$3,426,362.60**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$140.76	Jan-21
								$110.81	Feb-21
								$113.34	Mar-21
								$115.30	Apr-21
								$110.63	May-21

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$590.84**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **05/01/21** *To* **05/31/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$81,162.00	$0.00	$81,162.00	$6,763.46	$33,750.57	$47,411.43	58.4
1.12 SALARY OF ASSISTANTS	$1,205,452.00	$0.00	$1,205,452.00	$94,546.56	$485,238.22	$720,213.78	59.7
1.13 WAGES OF JANITORS	$98,306.00	$0.00	$98,306.00	$7,048.42	$36,163.20	$62,142.80	63.2
1.21 EMPLOYER'S SHARE-FICA	$105,946.00	$0.00	$105,946.00	$8,055.58	$41,312.34	$64,633.66	61.0
1.22 UNEMPLOYMENT COMPENSATION	$2,464.00	$0.00	$2,464.00	$0.00	$1,458.81	$1,005.19	40.8
1.23 EMPLOYER'S CONTRIB.- PERF	$124,140.00	$0.00	$124,140.00	$9,798.80	$50,430.98	$73,709.02	59.4
1.24 EMPLOYER'S CONTRIB.- INS.	$167,607.00	$0.00	$167,607.00	$11,785.11	$58,941.60	$108,665.40	64.8
Subtotal	*$1,785,077.00*		$1,785,077.00	$137,997.93	$707,295.72	$1,077,781.28	60.4
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$45.52	$454.48	90.9
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$988.81	$2,466.80	$4,533.20	64.8
2.21 CLEANING & SANITATION SUPPLIES	$7,000.00	$0.00	$7,000.00	$986.82	$3,163.95	$3,836.05	54.8
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$217.55	$1,850.53	$3,649.47	66.4
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$4.79	$1,495.21	99.7
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$14.99	$14.99	$385.01	96.3
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$208.94	$541.06	72.1
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$1,314.62	$3,215.52	$13,284.48	80.5
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$3,522.79	$10,971.04	$28,778.96	72.4
3. Other Services and Charge							

F3a

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Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$870.00	$2,160.00	$2,840.00	56.8
3.14 OTHER PROFESSIONAL SERVICES	$6,400.00	$0.00	$6,400.00	$585.00	$826.48	$5,573.52	87.1
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$2,828.43	$5,039.22	$13,960.78	73.5
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$9,750.00	$21,750.00	69.0
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$13,000.00	$0.00	$13,000.00	$1,079.14	$5,391.56	$7,608.44	58.5
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$150.00	$1,850.00	92.5
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$862.62	$3,867.92	$16,132.08	80.7
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$16.34	$133.34	$8,866.66	98.5
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$85.98	$323.25	$1,476.75	82.0
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$1,127.38	$5,738.61	$79,581.39	93.3
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$243.50	$556.50	69.6
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$1,191.04	$1,191.04	$2,308.96	66.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,500.00	$0.00	$27,500.00	$0.00	$14,917.50	$12,582.50	45.8
3.51 GAS	$25,000.00	$0.00	$25,000.00	$969.83	$7,099.50	$17,900.50	71.6
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$5,208.56	$32,024.30	$77,975.70	70.9
3.53 WATER	$3,500.00	$0.00	$3,500.00	$1,042.52	$2,027.07	$1,472.93	42.1
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$586.83	$2,939.06	$5,060.94	63.3
3.61 BUILDING & STRUCTURES	$117,000.00	$0.00	$117,000.00	$5,538.07	$24,490.32	$92,509.68	79.1
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$13.03	$216.15	$83.85	28.0
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,631.11	$968.89	37.3
3.93 TAXES & ASSESSMENTS	$2,100.00	$0.00	$2,100.00	$0.00	$418.00	$1,682.00	80.1
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.98 MAINTENANCE/SERVICE CONTRACTS	$108,690.00	$0.00	$108,690.00	$9,713.91	$37,979.53	$70,710.47	65.1
Subtotal	*$603,430.00*		$603,430.00	$31,718.68	$158,857.46	$444,572.54	73.7
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$42,000.00	$0.00	$42,000.00	$22.99	$589.77	$41,410.23	98.6
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$6,596.07	$27,589.93	$122,410.07	81.6
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$388.49	$4,085.71	$12,414.29	75.2
4.53 NONPRINTED MATERIALS	$64,000.00	$0.00	$64,000.00	$2,856.07	$11,976.47	$52,023.53	81.3
Subtotal	*$272,500.00*		$272,500.00	$9,863.62	$44,241.88	$228,258.12	83.8
Grand Total	$2,700,757.00	$0.00	$2,700,757.00	$183,103.02	$921,366.10	$1,779,390.90	65.9

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **05/01/21** *To* **05/31/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$400.00	$400.00	$9,600.00	96.0
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$0.00	$2,210.00	$27,790.00	92.6
3.61 BUILDING & STRUCTURES	$605,182.00	$0.00	$605,182.00	$0.00	$0.00	$605,182.00	100.0
Subtotal	*$645,182.00*		$645,182.00	$400.00	$2,610.00	$642,572.00	99.6
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$186,872.00	$0.00	$186,872.00	$125.00	$125.00	$186,747.00	99.9
Subtotal	*$186,872.00*		$186,872.00	$125.00	$125.00	$186,747.00	99.9
Grand Total	$832,054.00	$0.00	$832,054.00	$525.00	$2,735.00	$829,319.00	99.7

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **05/01/21** *To* **05/31/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$8,910.00	($8,910.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$8,910.00	($8,910.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$8,910.00	($8,910.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Voucher List

Jasper County Public Library

Report Date: From 05/01/21 **To** 05/31/21

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	268	PAYROLL	05/10/21	PAYROLL	$55,391.36
0	269	CHRISTINA SANDERS	05/10/21	Courier Mileage 4/16-4/30/21 (Conf. #1037)	$381.92
0	270	GREAT-WEST RETIREMENT	05/10/21	Annuity Withheld 5/10/21 payroll (Ref. #906531802)	$1,520.00
0	271	INPRS fbo PERF	05/10/21	INPRS Contributions 5/10/21 Payroll	$6,536.14
0	272	IRS USA TAXPAYMENT	05/10/21	Federal Withholding, Medicare, & FICA withheld 5/10/21 Payroll & Ins. (Acknowledgement# 83912465)	$12,216.24
0	273	TOWN OF DEMOTTE	05/10/21	Dem: Sewer & Water : April 2021 (Conf #1038)	$130.82
0	274	TOWN OF WHEATFIELD	05/10/21	Wh: Sewer Service- May 2021 (Conf# 1039)	$77.35
38088	275	4IMPRINT, INC.	05/10/21	Promotional magnetic bookmarks	$242.40
38089	276	ALLSTATE SIGN & PLAQUE C	05/10/21	Custom handicap sign, reflective one way sign	$125.00
38090	277	ANTHEM BLUE CROSS BLUE	05/10/21	Health insurance premiums- May 2021	$14,463.90
38091	278	ANTHEM LIFE	05/10/21	Life insurance premiums- May 2021	$109.55
38092	279	BAKER & TAYLOR	05/10/21	Books, Continuations, AV, Auto. Yours	$7,279.27
38093	280	BAKER & TAYLOR ENTERTAIN	05/10/21	AV	$1,069.98
38094	281	BROWN COUNTY PUBLIC LIB	05/10/21	Lost SRCS item# 264167	$3.50
38095	282	CAPITAL ONE TRADE CREDIT	05/10/21	Paint	$14.99
38096	283	CARDINAL COPIER SOLUTION	05/10/21	Quarterly maintenance agreement on DeMotte staff copier 1/2 - 4/1/21	$408.02
38097	284	CHICAGO TRIBUNE	05/10/21	DeM & Rens: Newspaper subscriptions Acct# 20468938	$243.50
38098	285	COMMONWEALTH TECHNOLO	05/10/21	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$922.94
38099	286	COUNTRYSIDE LANDSCAPIN	05/10/21	Wh: Sprinkler system start-up and repairs	$426.75
38100	287	CRESTLINE SPECIALTIES, INC	05/10/21	Promotional clips & highlighters	$948.64
38101	288	DELL MARKETING L.P.	05/10/21	Toner	$263.13
38102	289	DELTA DENTAL	05/10/21	Dental insurance premiums- May 2021	$572.04
38103	290	DEMCO	05/10/21	Library supplies	$694.08
38104	291	DONNA BARKO	05/10/21	Mileage 2/8-4/30/21	$85.34
38105	292	EDWARD P. DUMAS	05/10/21	Legal Assistance: DeMotte parking lot project	$400.00
38106	293	FINDAWAY WORLD, LLC	05/10/21	Playaways, Wonderbooks	$681.28
38107	294	GRAINGER	05/10/21	Janitorial & maintenance supplies	$325.44
38108	295	HAMSTRA BUILDERS, INC.	05/10/21	Rens: Staff entrance door repairs	$163.50
38109	296	INDIANA WASTE SERVICE	05/10/21	DeM. & Wh: Trash pick-up May 2021	$147.00
38110	297	KROGER GARDIS & REGAS, L	05/10/21	Legal Assistance: Policy Updates	$870.00
38111	298	MIDWEST COLLABORATIVE F	05/10/21	HeritageQuest & Ancestry Library database renewals	$2,828.43
38112	299	MIDWEST TAPE	05/10/21	AV	$529.08
38113	300	NIMBO IP LLC	05/10/21	Monthly Managed Service- April 2021	$815.00
38114	301	NITCO	05/10/21	DeM: Local phone service May 2021	$140.24
38115	302	PRECISION CONTROL SYSTE	05/10/21	Rens: HVAC repairs	$3,852.27
38116	303	RACHAEL CAVINDER	05/10/21	Mileage 4/19-5/3/21	$48.16
38117	304	RENSSELAER REPUBLICAN	05/10/21	DeM: Newspaper subscription Acct# 0038530	$144.99
38118	305	ROEING CORPORATION	05/10/21	Sophos renewal	$7,807.00
38119	306	STAPLES CREDIT PLAN	05/10/21	Portable speaker	$108.99
38120	307	SUNRISE PACKAGING	05/10/21	Audiobook cases	$427.20
38121	308	TECHSMITH	05/10/21	Software maintenance for Snagit License 5/4/21-5/4/22	$10.75
38122	309	TRUGREEN PROCESSING CE	05/10/21	Lawn fertilization	$263.55
38123	310	VSP INSURANCE CO. (CT)	05/10/21	Vision insurance premiums- May 2021	$214.74
38124	311	WAL-MART COMMUNITY/SYN	05/10/21	Library & janitorial supplies	$66.38
38125	312	AARON'S LAWN CARE	05/10/21	Spring clean-up & mowing	$832.00
38126	313	BALLOONGENUITY	05/10/21	Summer Reading Presenter	$585.00

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38127	314	BUSINESS CARD	05/10/21	Library supplies, postage, replacement printer drawer, Summer Reading shopping lunch	$426.62
38128	315	CENTURYLINK	05/10/21	Rens: Fax line service- May 2021	$57.64
38129	316	CULLIGAN WATER CONDITIO	05/10/21	Wh: Water Cooler Rental- May 2021	$13.03
38130	317	ENA SERVICES LLC	05/10/21	Internet Service- April 2021	$1,782.00
38131	318	JOHNSON CONTROLS FIRE P	05/10/21	Rens: Annual Fire Alarm Test & Inspection	$494.85
38132	319	NIPSCO	05/10/21	DeM: Gas & electric service 3/31-4/30/21; Wh: Gas service 3/31-4/30/21	$3,262.27
38133	320	OFFICE DEPOT	05/10/21	Office, janitorial, maintenance, & library supplies	$979.51
38134	321	QUILL LLC	05/10/21	Office, janitorial, & library supplies	$755.94
38135	322	TOWN OF DEMOTTE	05/10/21	Hydrant charge ($60 times 14 parcels)	$840.00
0	323	PAYROLL	05/25/21	PAYROLL	$52,967.08
0	324	AFLAC	05/25/21	Supplemental Insurance May 2021 (Conf #1044)	$920.95
0	325	ALLIANCE BANK	05/25/21	Direct Deposit Fees - April 2021	$36.70
0	326	CENTURYLINK	05/25/21	Wh: Fax line May 2021 (Conf #1042)	$66.26
0	327	CHRISTINA SANDERS	05/25/21	Courier Mileage 5/1-5/15/21 (Conf. #1040)	$347.20
0	328	CITY OF RENSSELAER	05/25/21	Rens: Utilities: 4/7 - 5/6/21 (Conf #1043)	$3,350.30
0	329	GREAT-WEST RETIREMENT	05/25/21	Annuity Withheld 5/25/21 payroll (Ref. #909259734)	$1,520.00
0	330	INDIANA DEPARTMENT OF RE	05/25/21	State & County Taxes withheld May 2021 Payrolls	$6,379.97
0	331	INPRS fbo PERF	05/25/21	INPRS Contributions 5/25/21 Payroll	$6,233.62
0	332	IRS USA TAXPAYMENT	05/25/21	Federal Withholding, Medicare, & FICA withheld 5/25/21 Payroll & Ins. (Acknowledgement# 74600330)	$11,580.13
0	333	SPRINT	05/25/21	Hotspot Data Service 4/12 - 5/11/21 (Conf #1041)	$1,127.38
0	334	ALLIANCE BANK	05/28/21	Positive Pay Fee- May 2021	$15.00
0	335	SQUARE, INC	05/31/21	Merchant Processing Fees- May 2021	$18.65

Total Amount of Claims **$218,562.96**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 07, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$218,562.96**

Date this 14th **day of** June **,20**21 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
May 31, 2021

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$444.41	$2,873.72
DeMotte	$68.98	$777.67		
Rensselaer	$278.22	$1,491.22		
Wheatfield	$97.21	$604.83		
PHOTOCOPIES:			$694.37	$3,566.84
DeMotte	$173.60	$1,190.90		
Rensselaer	$446.82	$1,871.79		
Wheatfield	$73.95	$504.15		
INTEREST (Checking, Repurchase, CDs):			$58.53	$317.72
TAXES:			$507,113.86	$805,795.86
Property Tax	$422,076.13	$422,076.13		
LOIT	$17,903.58	$89,517.90		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$1,914.23	$1,914.23		
CVET(Commercial Vehicle Excise)	$8,453.00	$8,453.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$56,766.92	$283,834.60		
TAXABLE SALES:-			$2.54	$20.78
REFUNDS:			$0.00	$287.93
Rebates/Refund	$0.00	$83.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$0.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$204.93		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$508,313.71**	**$812,862.85**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$2,671.48	$10,278.08
DeMotte	$0.00	$2,560.15		
Rensselaer	$1,025.00	$5,639.15		
Wheatfield	$1,646.48	$2,078.78		
LIB. IMPROV. RESERVE FUND:			$17.82	$94.18
Interest Earned	$17.82	$94.18		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$123.39	$658.70
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$123.39	$658.70		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$17,448.98
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$0.18	$5.27
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
SUB-TOTAL (page 1)			**$511,126.58**	**$841,348.06**

F5b

WITHHOLDING ACCOUNT FUNDS:			$32,627.74	$166,604.69
FIT Tax Collected	$7,685.21	$39,075.90		
FICA Collected	$8,055.58	$41,312.34		
State Tax Collected	$3,625.36	$18,583.10		
County Tax Collected	$2,754.61	$14,184.53		
INPRS	$2,970.96	$16,045.84		
Deferred Comp Plan	$3,040.00	$14,850.00		
Pre-tax Insurance Plan	$4,159.38	$20,800.10		
Life Insurance	$336.64	$1,752.88		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$543,754.32**	**$1,007,952.75**

F6a

Voucher List

Jasper County Public Library

Report Date: From **06/01/21** *To* **06/14/21**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	336	PAYROLL	06/10/21	PAYROLL	$56,535.46
0	337	CHRISTINA SANDERS	06/10/21	Courier Mileage 5/16-5/31/21 (Conf. #1045)	$312.48
0	338	GREAT-WEST RETIREMENT	06/10/21	Annuity Withheld 6/10/21 payroll (Ref. #912564014)	$1,520.00
0	339	INPRS fbo PERF	06/10/21	INPRS Contributions 6/10/21 Payroll	$6,714.29
0	340	IRS USA TAXPAYMENT	06/10/21	Federal Withholding, Medicare, & FICA withheld 6/10/21 Payroll & Ins. (Acknowledgement# 20297359)	$12,552.20
0	341	TOWN OF DEMOTTE	06/10/21	Dem: Sewer & Water : May 2021 (Conf #1047)	$136.60
0	342	TOWN OF WHEATFIELD	06/10/21	Wh: Sewer Service- June 2021 (Conf# 1046)	$77.35
38136	343	AARON'S LAWN CARE	06/14/21	Mowing & edging	$757.00
38137	344	ACE HARDWARE	06/14/21	Pruners	$23.99
38138	345	ADVANCED IMAGING SOLUTI	06/14/21	Quarterly maintenance agreement on patron copiers	$785.78
38139	346	ANTHEM BLUE CROSS BLUE	06/14/21	Health insurance premiums- June 2021	$14,463.90
38140	347	ANTHEM LIFE	06/14/21	Life insurance premiums- June 2021	$109.55
38141	348	CAPITAL ONE	06/14/21	Walmart: Library & maintenance supplies	$205.84
38142	349	CAPITAL ONE TRADE CREDIT	06/14/21	Kem's Hardware: Paint, roller cover, roller, paint tray	$54.32
38143	350	CENGAGE LEARNING INC/ GA	06/14/21	Opposing Viewpoints database subscription 5/27/21-5/26/22	$1,004.45
38144	351	CENTURYLINK	06/14/21	Rens: Fax line service- June 2021	$60.68
38145	352	CHICAGO TRIBUNE	06/14/21	DeM & Rens: Newspaper subscriptions Acct# 20468938	$243.50
38146	353	COLLABORATIVE SUMMER LI	06/14/21	Summer Reading prize	$13.25
38147	354	DELTA DENTAL	06/14/21	Dental insurance premiums- June 2021	$572.04
38148	355	DEMCO	06/14/21	Library supplies	$86.53
38149	356	EDWARD P. DUMAS	06/14/21	Legal Assistance: DeMotte parking lot project	$700.00
38150	357	ENA SERVICES LLC	06/14/21	Internet Service- May 2021	$1,782.00
38151	358	ENVISIONWARE, INC.	06/14/21	Patron computer reservation software annual maintenance	$921.51
38152	359	GRAINGER	06/14/21	Maintenance & janitorial supplies	$333.06
38153	360	HAMSTRA BUILDERS, INC.	06/14/21	DeM: Inspected phote cell above west side door	$163.50
38154	361	HUMANE INDIANA, INC.	06/14/21	Summer Reading Program Presenter	$826.00
38155	362	ICC BUSINESS PRODUCTS	06/14/21	Ziploc bags, clipboards, chairmat	$86.66
38156	363	INDIANA STATE LIBRARY	06/14/21	Info Express Delivery Services, 2 days/week	$1,000.00
38157	364	INDIANA WASTE SERVICE	06/14/21	DeM. & Wh: Trash pick-up June 2021	$147.00
38158	365	JOHNSON CONTROLS FIRE P	06/14/21	DeM & Wh: Annual Fire Alarm Test & Inspection	$2,034.45
38159	366	KIMBERLY HUNTER	06/14/21	Mileage 5/19/21	$24.64
38160	367	KROGER GARDIS & REGAS, L	06/14/21	Legal Assistance: Policy Updates	$1,470.00
38161	368	NICHE ACADEMY	06/14/21	Niche Academy annual subscription renewal	$1,260.00
38162	369	NIMBO IP LLC	06/14/21	Monthly Managed Service- May 2021	$815.00
38163	370	NIPSCO	06/14/21	DeM & Wh: Gas & electric service	$7,827.23
38164	371	NITCO	06/14/21	DeM: Local phone service June 2021	$140.24
38165	372	OFFICE DEPOT	06/14/21	Office, library, & janitorial supplies	$669.57
38166	373	PATTY STRINGFELLOW	06/14/21	Mileage 4/26-5/21/21	$44.24
38167	374	PAYTON CALDWELL	06/14/21	Mileage 5/11/21	$4.48
38168	375	POST TRIBUNE	06/14/21	DeM & Rens: Newspaper subscriptions Acct# 44365252	$123.50
38169	376	QUILL LLC	06/14/21	Office, library, & janitorial supplies	$317.54
38170	377	RELIANCE BARCODE SOLUTI	06/14/21	Barcodes	$450.62
38171	378	RHODE ISLAND NOVELTY	06/14/21	Summer Reading prizes	$291.60
38172	379	STEVE'S SPECIALIZED SERVI	06/14/21	Laundry	$42.00
38173	380	TEAM SOFTWARE SOLUTION	06/14/21	Public Web Browser Annual Renewal	$125.00

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
38174	381	TRUGREEN PROCESSING CE	06/14/21	Wh: Lawn fertilization, ornamental bed weed control; Rens: Lawn fertilization & grub preventative, tree & shrub treatment; DeM: Lawn fertilization, tree & shrub treatment	$1,022.32
38175	382	UNIQUE MANAGEMENT SERVI	06/14/21	Collections: Initial/Secondary Placements- April & May 2021	$187.95
38176	383	VSP INSURANCE CO. (CT)	06/14/21	Vision insurance premiums- June 2021	$214.74
38177	384	WALL STREET JOURNAL	06/14/21	DeM: Newspaper subscription Acct# 010560502255	$599.88

Total Amount of Claims **$119,853.94**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, June 10, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$119,853.94**

Date this 14th **day of** June **,20** 21 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F6 Addendum - a

Voucher List

Jasper County Public Library

Report Date: 6/14/21

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38178	385	Baker & Taylor	6/14/21	Books, Continuations, AV, Auto. Yours	$7,469.69
38179	386	Baker & Taylor Entertainment	6/14/21	AV	$1,530.35
38180	387	Barnes & Noble	6/14/21	Books	$172.03
38181	388	Business Card	6/14/21	Library & maintenance supplies, Facebook advertising, meeting expenses	$684.53
38182	389	CenterPoint	6/14/21	Books	$546.48
38183	390	Centurylink	6/14/21	Wh: Fax line June 2021	$66.26
38184	391	Culligan Water Conditioning	6/14/21	Wh: Water Cooler Rental- June 2021, 5-gallon drinking water- 5	$57.53
38185	392	Findaway World LLC	6/14/21	Wonderbooks, Launchpads	$439.94
38186	393	Magazine Subscription Service Agency	6/14/21	September - December 2021 magazine renewals	$2,415.47
38187	394	Midwest Tape	6/14/21	AV	$659.50
38188	395	Overdrive	6/14/21	Deposit of Advantage Account for future content purchases	$3,750.00
38189	396	Postmaster	6/14/21	Pre-stamped post cards, stamps	$92.00
38190	397	Quill LLC	6/14/21	Nametag	$8.16
38191	398	Rainbow Book Company	6/14/21	Books	$772.37
38192	399	Reliable Exterminators	6/14/21	Rens: Exterior Treatment; DeM: Interior & Exterior Treatments	$452.00
38193	400	Roeing Corporation	6/14/21	PowerDVD 19 Pro software	$79.99
				Total Amount of Claims	**$19,196.30**

F6 Addendum - b

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 14, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)
We have examined the vouchers listed on the forgoing accounts payable voucher register consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $19,196.30.

Date this 14th day of June, 2021.

JULY

Agenda
Jasper County Public Library
Board of Trustees Meeting
~~Monday, July 12, 2021, 6pm~~ canceled and RESCHEDULED for Thursday, July 15, 2021, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of June Board Meeting Bills/Financial Reports Salary Ordinance Update (R 7) Policy Review (R 10, R 12)	
General Business	
Oath of Office – Kristie Housman (R 20)	Action
JCPL COVID-19 Mitigation Plan Revision (R 15 & R 20)	Action
DeMotte Parking Lot Project (R 20)	Information
FFCRA Policy (R 21)	Information
Director's Report (R 20-R 24)	Information
Items for Future Agendas	
Public Forum	
Adjournment	

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, July 12, 2021, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of June Board Meeting	
Bills/Financial Reports	
Salary Ordinance Update (R 7)	
Policy Review (R 10, R 12)	
General Business	
Oath of Office – Kristie Housman (R 20)	Action
JCPL COVID-19 Mitigation Plan Revision (R 15 & R 20)	Action
DeMotte Parking Lot Project (R 20)	Information
FFCRA Policy (R 21)	Information
Director's Report (R 20-R 24)	Information
Items for Future Agendas	
Public Forum	
Adjournment	

MINUTES **June 14, 2021**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Janelle Harper, Mark Heinig, Janet Umlauf, Julie Davidson, Natalie Waling, Patricia Stringfellow, Rayann Gilmore, Melissa Widner
Absent: Kristie Housman

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the May Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Internet Use and Safety Policy revision, AV Equipment Loan Policy review, Hotspot Policy review, and Social Media Policy review were approved as presented on a motion by J. Umlauf, seconded by J. Davidson. Motion passed.

Oath of Office – Kristie Housman: K. Housman was not present to take her oath of office. This business will be moved to the July Board Meeting.

Annual Impacts – Webmaster Report: M. Widner, webmaster, reported that this year the library has acquired Beanstack for virtual programming and reading challenges. Beanstack offers better functionality and valuable training and will be used all year for programming, not only for Summer Reading. The link on the library's website takes you to our Beanstack page which features reading challenges year-round such as Summer Reading and 1,000 Books Before Kindergarten. Staff can create content and we also receive content from Beanstack. Patrons are able to track their reading and win badges. Some badges can be used when patrons come into the library to get prizes. The redesign of the library's website is pending. The focus has been getting Beanstack setup and running smoothly and soon will turn again to the website redesign. Popular e-content and programs have included: St. Joseph's College lectures and other local history videos via YouTube; a poetry program on Facebook; and live trivia games. The State Library has started a Webmaster Counterparts Group for webmasters across the state to share their knowledge and expertise with each other.

DeMotte Parking Lot Project Update: Our attorney, Ed Dumas, has followed up with KV Schools and the Town of DeMotte both in writing and by phone to get their responses to what we have learned about 10th Street being a public road. He has received a response from the school which he is satisfied with. They know exactly what we are doing and registered no objection. The town has not yet responded. The Town needs to agree or disagree with reasons and in writing. Ed will contact them again by phone. We are on hold until we have a response from the Town of DeMotte.

DeMotte Touch of Dutch Festival: The festival will be held on Saturday, August 14, 2021 in DeMotte at Spencer Park. A 5K Run begins at 8am near the library and follows the same route as usual that ends behind the library. Branch Manager, Shannon, recommends being closed on festival day due to congestion around the library and struggles getting to the library. The Friends of the Library hope to hold a book sale in the library meeting room (this depends on our Phase of Re-opening at that time). One staff member will remain at the library all day, even if the library is closed to the public. J. Davidson moved to close the DeMotte Library on Saturday, August 14, 2021, seconded by N. Waling. Motion passed.

JCPL COVID-19 Mitigation Plan Revision: We recommend a revision to our Mitigation Plan, striking this language form Section III, item A: *Face coverings are recommended for employees and patrons unless otherwise required by local and/or state officials.* In his latest Executive Order Governor Holcomb states this regarding face coverings: *All individuals within the State of Indiana are encouraged to follow the CDC guidelines on whether and when wearing a face covering is warranted.* The library will follow this direction. J. Umlauf moved to approve the revision to the JCPL COVID-19 Mitigation Plan as presented, seconded by J. Harper. Motion passed.

2022 Budget Committee: Our Budget Workshop with our DLGF Field Rep is scheduled for July 29 at 1:30pm. This year's meeting will again be virtual. We need to establish a meeting date/time with members of the Board Budget Committee to review budget recommendations before we meet with the Field Rep. Committee members include: M. Heinig, chair; J. Umlauf; and J. Davidson. After some discussion the Board Budget Committee meeting was set for July 28 at 9am at the Rensselaer Library. We will advertise the committee meeting as required.

Director's Report: P. Stringfellow reported the Long Range Plan/Technology Plan Update was included in the board packet. Rensselaer Library received a very nice donation for our local history collection, James Hanley memorabilia. The items were donated by Walter and Susan Schaltenbrand. The Jasper County Fair is scheduled for July 24-July 31. We will not have a booth this year, but we will support the fair and market the library as we offer activities in the Open Class/Community Building for one day. We plan to move to Phase 7 of our Phased Re-opening on July 1, restoring services and hours back to normal. The Library received letters from the Rensselaer Redevelopment Commission indicating that there is no excess assessed value for the Consolidated Allocation Area and the Lintner Park Allocation Area to be allocated to the overlapping taxing units. The Library will not receive tax revenue for these allocation areas for 2021 taxes payable 2022. As of the beginning of June our budgeted amount for IT consulting for 2021 has been spent. COVID-related matters, VOIP phone system issues, and the Microsoft Exchange exploit factored in to 2021 expenditures. We have signed a new half-year contract in the amount of $14,500 for the remainder of the year.

Adjournment: With no further matters for discussion N. Waling moved to adjourn the meeting at 6:36 PM, seconded by J. Davidson.

Julie Davidson

Julie Davidson, Secretary

Attest: K. Kaluf, President

CIRCULATION BY HOLDINGS CODE
June 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	33	1	1	35
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	26	3	1	30
Blu-Ray (DBR)	128	15	0	143
Books on CD (DBKCD)	52	4	3	59
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	32	1	0	33
Digital Audiobooks (DDA)	34	1	2	37
DVD (DDVD)	950	66	80	1096
Equipment (DEQP)	24	0	0	24
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	389	17	19	425
Fiction Fantasy (DFICF)	2	0	2	4
Fiction Inspirational (DFICI)	64	5	1	70
Fiction Mystery (DFICM)	87	9	1	97
Fiction New (DFICNEW)	454	20	23	497
Fiction Science Fiction (DFICSF)	16	0	0	16
Fiction Western (DFICW)	3	0	0	3
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	87	0	4	91
Hanging Bags (DHANG)	27	0	6	33
Hotspots (DWIFI)	0	18	6	24
ILL (DILL)	7	2	0	9
Internet (DINTER)	331	0	0	331
Juv. Audio book (DJAUDB)	27	0	1	28
Juv. Biography (DJBIO)	36	1	2	39
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	21	2	0	23
Juv. Digital Device (DJDDP)	16	0	2	18
Juvenile Easy (DJE)	982	8	45	1035
Juv. Easy Non-fiction (DJENF)	68	1	2	71
Juv. Easy Reader (DJER)	475	5	4	484
Juv. Easy Reader NF (DJERN)	7	0	0	7
Juv. Fiction (DJFIC)	1016	21	23	1060
Juv. Graphic Novel (DJGN)	126	8	16	150
Juv. Holiday books (DJHOL)	42	0	0	42
Juv. Launchpads (DPTAB)	6			6
Juv. Magazine (DJMAG)	37	0	0	37
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	333	10	10	353
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	176	4	2	182
Large Print Fiction (DLPF)	92	5	8	105
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	91	2	4	97
Large Print Nonfic (DLPNF)	1	1	0	2
Large Print Western (DLPW)	4	0	1	5
Magazine (DMAG)	343	2	1	346
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	1	0	5
Nonfiction 100 (DNF100)	10	0	1	11
Nonfiction 200 (DNF200)	15	2	0	17
Nonfiction 300 (DNF300)	22	6	2	30
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	13	0	3	16
Nonfiction 600 (DNF600)	91	3	18	112
Nonfiction 700 (DNF700)	21	3	5	29
Nonfiction 800 (DNF800)	10	2	0	12
Nonfiction 900 (DNF900)	18	3	10	31
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	30	0	5	35
Nonfiction (DNFIC)	2	1	1	4
Nonfiction New (DNFNEW)	122	12	4	138
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	1	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	4	0	0	4
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	7	0	0	7
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	100	0	100
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	12	0	1	13
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	3	0	0	3
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	111	13	13	137
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	23	3	1	27
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)				0
Storage (DZSTO)	2	0	0	2

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	19	1	23
Blu-Ray (RBR)	5	210	5	220
Books on CD (RBKCD)	4	52	3	59
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	98	1	102
Digital Audiobooks (RDA)	2	10	1	13
DVD (RDVD)	100	1159	57	1316
Equipment (REQP)	0	10	4	14
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	34	435	12	481
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	30	321	12	363
Genealogy (RGENE)	0	3	0	3
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	36	8	44
Hanging Bag (RHANG)	0	18	0	18
Hotspots (RWIFI)	2	15	5	22
ILL (RILL)	0	14	0	14
Internet (RINTER)	0	369	0	369
Juv. Audio book (RJAUDB)	0	27	2	29
Juv. Biography (RJBIO)	0	7	1	8
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	20	0	20
Juv. Digital Device (RJDDP)	0	4	0	4
Juvenile Easy (RJE)	16	442	23	481
Juv. Easy Non-fiction (RJENF)	1	55	3	59
Juv. Easy Reader (RJER)	24	270	41	335
Juv. Easy Reader NF (RJERN)	1	24	0	25
Juv. Fiction (RJFIC)	42	279	9	330
Juv. Graphic Novel (RJGN)	10	88	13	111
Juv. Launchpads (RPTAB)		2		2
Juv. Magazine (RJMAG)	0	10	0	10
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	29	96	13	138
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	2	105	2	109
Large Print Fiction (RLPF)	16	135	1	152
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	4	169	0	173
Large Print Nonfic (RLPNF)	3	9	1	13
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	9	122	0	131
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	8	0	0	8
Non-Fiction 100 (RNF100)	3	10	0	13

Non-Fiction 200 (RNF200)	3	12	1	16
Non-Fiction 300 (RNF300)	3	24	0	27
Non-Fiction 400 (RNF400)	0	2	0	2
Non-Fiction 500 (RNF500)	3	18	2	23
Non-Fiction 600 (RNF600)	15	79	28	122
Non-Fiction 700 (RNF700)	2	57	1	60
Non-Fiction 800 (RNF800)	0	0	0	0
Non-Fiction 900 (RNF900)	3	18	1	22
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	1	50	1	52
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	12	120	11	143
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	2	5	0	7
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	2	0	2
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	3	2	0	5
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	60	3	0	63
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	5	0	25	30
STEAM Kits (RSTEAM)	0	0	0	0
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	6	0	6
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	4	64	4	72
YA Music CD (RYACD)	0	14	0	14
YA Nonfiction (RYANF)	0	1	0	1
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)				0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	0	8	10
Blu-Ray (WBR)	5	4	80	89
Books on CD (WBKCD)	5	8	47	60
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	2	5	29	36
Digital Audiobooks (WDA)	4	0	13	17
DVD (WDVD)	47	45	884	976
Equipment (WEQP)	0	0	5	5
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	23	9	175	207
Fiction Fantasy (WFICF)	0	0	8	8
Fiction Inspirational (WFICI)	14	2	116	132
Fiction Mystery (WFICM)	5	5	46	56

Fiction New (WFICNEW)	49	16	163	228
Fiction Science Fiction (WFICSF)	1	2	1	4
Fiction Western (WFICW)	0	0	0	0
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	6	0	42	48
Hanging Bags (WHANG)	3	0	58	61
Hotspots (WWIFI)	2	20	4	26
ILL (WILL)	2	1	7	10
Internet (WINTER)	0	0	84	84
Juv. Audio book (WJAUDB)	3	2	35	40
Juv. Biography (WJBIO)	1	0	19	20
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	6	3	18	27
Juv. Digital Device (WJDDP)	0	0	5	5
Juvenile Easy (WJE)	23	12	428	463
Juv. Easy Non-fiction (WJENF)	0	0	86	86
Juv. Easy Reader (WJER)	14	2	414	430
Juv. Easy Reader NF (WJERN)	0	0	12	12
Juv. Fiction (WJFIC)	84	8	530	622
Juv. Graphic Novel (WJGN)	3	0	162	165
Juv. Launchpads (WPTAB)			6	6
Juv. Magazine (WJMAG)	0	0	35	35
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	17	1	202	220
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	1	206	210
Large Print Fiction (WLPF)	6	2	57	65
Large Print Inspirational (WLPI)	0	0	6	6
Large Print Mystery (WLPM)	0	0	10	10
Large Print New (WLPN)	10	3	93	106
Large Print Nonfic (WLPNF)	6	0	8	14
Large Print Western (WLPW)	0	0	4	4
Magazine (WMAG)	21	0	73	94
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	5	0	5	10
Non-Fiction 200 (WNF200)	1	0	4	5
Non-Fiction 300 (WNF300)	3	1	15	19
Non-Fiction 400 (WNF400)	1	0	1	2
Non-Fiction 500 (WNF500)	0	0	16	16
Non-Fiction 600 (WNF600)	8	7	96	111
Non-Fiction 700 (WNF700)	1	2	16	19
Non-Fiction 800 (WNF800)	0	2	2	4
Non-Fiction 900 (WNF900)	6	1	19	26
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	4	3	17	24
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	6	2	28	36
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	25	25
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	1	0	0	1
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	7	7
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	1	1	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	26	15	170	211
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	0	0
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)				0
Storage (WZSTO)	0	0	0	0
TOTAL	8066	5691	5232	18989

CIRCULATION BY HOLDINGS CODE
June 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	33	1	1	35
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	31	22	10	63
Blu-Ray (BR)	138	230	85	453
Books on CD (BKCD)	61	64	53	178
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	37	104	30	171
Digital Audiobooks (DA)	40	11	16	67
DVD (DVD)	1097	1270	1021	3388
Equipment (EQP)	24	10	9	43
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	446	461	206	1113
Fiction Fantasy (FICF)	2	0	10	12
Fiction Inspirational (FICI)	78	7	117	202
Fiction Mystery (FICM)	92	14	47	153
Fiction New (FICNEW)	533	357	198	1088
Fiction Science Fiction (FICSF)	17	2	1	20
Fiction Western (FICW)	3	0	0	3

Genealogy (GENE)	0	3	0	3
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	93	36	54	183
Hanging Bags (HANG)	30	18	64	112
Hotspots (WIFI)	4	53	15	72
ILL (ILL)	9	17	7	33
Internet (INTR)	331	369	84	784
Juv. Audio book (JAUDB)	30	29	38	97
Juv. Biography (JBIO)	37	8	22	67
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	27	25	18	70
Juv. Digital Device (JDDP)	16	4	7	27
Juvenile Easy (JE)	1021	462	496	1979
Juv. Easy Non-Fiction (JENF)	69	**56**	91	216
Juv. Easy Reader (JER)	513	277	459	1249
Juv. Easy Reader NF (JERN)	8	24	12	44
Juv. Fiction (JFIC)	1142	308	562	2012
Juv. Graphic Novel (JGN)	139	96	177	412
Juv. Holiday (JHOL)	42	0	0	42
Juv. Launchpads (PTAB)	6	2	6	14
Juv. Magazine (JMAG)	37	10	35	82
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	379	107	225	711
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	181	110	210	501
Large Print Fiction (LPF)	114	142	66	322
Large Print Inspirational (LPI)	0	0	6	6
Large Print Mystery (LPM)	0	0	10	10
Large Print New (LPN)	105	174	97	376
Large Print Nonfic (LPNF)	10	10	9	29
Large Print Western (LPW)	4	0	5	9
Magazine (MAG)	373	124	74	571
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	12	1	4	17
Non-Fiction 100 (NF100)	18	10	6	34
Non-Fiction 200 (NF200)	19	14	5	38
Non-Fiction 300 (NF300)	28	31	17	76
Non-Fiction 400 (NF400)	3	2	1	6
Non-Fiction 500 (NF500)	16	18	21	55
Non-Fiction 600 (NF600)	114	89	142	345
Non-Fiction 700 (NF700)	24	62	22	108
Non-Fiction 800 (NF800)	10	4	2	16
Non-Fiction 900 (NF900)	27	22	30	79
Non-Fiction Blu-Ray (NFBR)	0	1	0	1
Non-Fiction DVD (NFDVD)	35	53	23	111
Nonfiction (NFIC)	2	1	1	4
Nonfiction New (NFNEW)	140	134	43	317
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	2	0	3
Professional Coll. (PROF)	0	1	0	1

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	6	5	25	36
Reference (REF)	3	6	15	24
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	11	2	0	13
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	60	3	0	63
SRCS (From other libraries III-SRC	0	100	0	100
SRCS (SRCSW) Wheatfield	5	0	25	30
STEAM Kits (STEAM)	12	0	8	20
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	3	7	1	11
YA Biography (YAB)	0	1	0	1
YA Books on CD (YABKCD)	0	1	1	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	141	92	187	420
YA Music CD (YACD)	0	14	0	14
YA Nonfiction (YANF)	23	4	1	28
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	2	0	0	2
				0
Free reads	100	122	36	258
Games/Puzzles	12	0	14	26
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8180	5819	5283	19282

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1496	1279	799	3574
Nonfiction	478	451	335	1264
CHILDREN'S BOOKS				
Fiction	3037	1278	1917	6232
Nonfiction	527	171	338	1036
YA BOOKS				
Fiction	235	128	241	604
Nonfiction	23	5	1	29
Preloaded Dig Dev, Child	6	2	6	14
Magazines, Adult	373	124	74	571
Magazines, Children	37	10	35	82
Sound Recordings, adult	141	187	101	429
Sound Recordings, ch	87	86	120	293
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	65	103	25	193
STEAM Kits	12	0	8	20

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1276	1559	1154	3989
Equipment	28	63	24	115
Total	7821	5446	5178	18445
A-V Circulation	1504	1832	1375	4711
A-V Circulation as % of total	19.2%	33.6%	26.6%	25.5%

CIRCULATION STATISTICS

June 2021

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	70	63	**1,496**	108	23	**1,279**	55	0	**799**	**3,574**
Nonfiction	31	6	**478**	54	81	**451**	17	0	**335**	**1,264**
CHILDREN'S BKS										
Fiction	48	2	**3,037**	57	8	**1,278**	22	0	**1,917**	**6,232**
Nonfiction	20	0	**527**	30	0	**171**	21	0	**338**	**1,036**
YA BOOKS										
Fiction	13	0	**235**	14	0	**128**	10	0	**241**	**604**
Nonfiction	2	0	**23**	0	0	**5**	0	0	**1**	**29**
Preloaded Dig Dev	0	0	**6**	1	0	**2**	0	0	**6**	**14**
Magazines,Adult	0	0	**373**	0	0	**124**	0	0	**74**	**571**
Magazines, Child	0	0	**37**	0	0	**10**	0	0	**35**	**82**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	9	0	**141**	11	1	**187**	28	0	**101**	**429**
Sound Rec/Child	1	0	**87**	1	0	**86**	5	0	**120**	**293**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**65**	0	0	**103**	0	0	**25**	**193**
STEAM Kits	0	0	**12**	0	0	**0**	0	0	**8**	**20**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	68	1	**1,276**	62	5	**1,559**	48	0	**1,154**	**3,989**
Equipment	0	0	**28**	0	0	**63**	0	0	**24**	**115**
TOTAL	262	72	**7,821**	338	118	**5,446**	206	0	**5,178**	**18,445**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,600	77,239	61,089
Circulation Increase/Decrease			

MONTHLY SYSTEM STATISTICS	2020	2021	% change
Current month's Circulation	0	18,445	#DIV/0!
Jan. to date circulation	57,401	94,765	65.1%

R3

DEMOTTE COLLECTION		**RENSSELAER COLLECTION**		**WHEATFIELD COLLECTION**		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
24,525	24,532	16,415	16,500	16,804	16,859	**Fiction**
19,654	19,679	19,306	19,279	8,162	8,179	**Nonfiction**
						CHILDREN'S BKS
15,749	15,795	14,303	14,352	13,328	13,350	**Fiction**
9,363	9,383	6,302	6,332	6,611	6,632	**Nonfiction**
						YA BOOKS
2,332	2,345	3,336	3,350	3,481	3,491	**Fiction**
642	644	368	368	77	77	**Nonfiction**
5	5	3	4	10	10	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,832	3,841	744	754	4,728	4,756	**Sound Rec/Adult**
649	650	4,163	4,164	825	830	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-46	-46	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,390	7,457	11,332	11,389	6,758	6,806	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
84,410	84,600	77,019	77,239	60,883	61,089	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

June 2021

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	293	63	309	67	334	72	936	203
LOCAL HISTORY								
In person	5	1	7	2	0	0	12	3
Letters written	10	10	13	13	0	0	23	23
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	331	14	369	15	84	4	784	33
Internet use-Wireless	330		450		210		990	
VCR Use	0	0	0	0	0	0	0	0
Microforms	7	1	43	6	0	0	50	7
Public FAX24	36		32		26		94	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	2	1	6	2	13	4	21	7
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	6		1		0		7	
Outreach activities	17	17	3	2	0	0	20	13
Meeting Room Use (no. of group	13	4	16	5	8	3	37	12
Study room use	17	1	10	1	19	2	46	4
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	4	0	4	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2590	
IN-HOUSE USE ITEMS	240		265		83		588	
SELF-CHECKOUT USE	27		165		129		321	
INTERLIBRARY LOANS								
Requests made for:	6	2	10	3	17	4	33	8
Items rec'd for:	3	2	6	3	15	8	24	12
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6240	7213	3935	17388
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	204	415	94	713
Number of New Patrons Added	26	27	33	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	4	24	3	18	3	18	10	60
Number attending	65		38		61		164	
YA Programs (14-17)	2	12	2	12	2	12	6	36
Number attending	19		10		17		46	

Adult Programs	2	12	0	0	0	0	2	12
Number attending	47		24		31		102	
Senior Citizen Programs	4	24	2	12	3	18	9	54
Number attending	10		9		18		37	
Total Number of Programs	**12**	72	**7**	42	**8**	48	**27**	162
Total Persons Attending	**141**		**81**		**127**		**349**	
Total Attending Same Month Last Yr.	0		0		0		0	
Total Staff Hours Spent		188		161		144	493	487
Total Number of In-House Prograr	**6**		**7**		**8**		**21**	
Total Attendance	**119**		**81**		**127**		**327**	
Total Number of Outreach Progran	**6**		**0**		**0**		**6**	
Total Attendance	**22**		**0**		**0**		**22**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5798	73.9%	3609	66.3%	3549	68.2%	12956	70.1%
Corporate	8	0.1%	0	0.0%	0	0.0%	8	0.0%
Juvenile 0-11	53	0.7%	57	1.0%	131	2.5%	241	1.3%
Juvenile-AV	842	10.7%	322	5.9%	793	15.2%	1957	10.6%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	97	1.2%	222	4.1%	182	3.5%	501	2.7%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	3	0.0%	44	0.8%	0	0.0%	47	0.3%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	14	0.3%	0	0.0%	14	0.1%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	82	1.5%	0	0.0%	82	0.4%
Staff	770	9.8%	896	16.5%	404	7.8%	2070	11.2%
Walking books	33	0.4%	29	0.5%	0	0.0%	62	0.3%
YA 12-17	10	0.1%	20	0.4%	34	0.7%	64	2.6%
YA-AV	233	3.0%	149	2.7%	108	2.1%	490	2.6%
Total	7847		5444		5201		18492	
All items borrowed by nonresidents	100	1.3%	280	5.1%	182	3.5%	562	3.0%

R7

Salary Ordinance 2021
Updated 7/12/21

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Shelly Bailey	Janitor	$12.06	6/30/21	15	R
Jenna Skinner	Clerk	$10.22	7/1/21	12	R

We have hired Shelly Bailey as Rensselaer Janitor replacing Shelly Boley who no longer works for the library.

We have promoted Jenna Skinner to Rensselaer Clerk replacing Sally Berger who no longer works for the library.

We have examined and approved the changes to the 2021 Jasper County Public Library Salary Ordinance. Dated 7/12/21.

Julie Davidson

R10

PUBLIC RECORDS POLICY

Access to public records is governed by IC 5-14-3 which states that "all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees."

The following public records are exempted from the disclosure requirements upon approval of this policy by the JCPL Board of Trustees as provided for in IC 5-14-3.

1. Personnel files of library employees and files of applicants for employment except for:
    1.1 The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library;
    1.2 Information relating to the status of any formal charges against the employee;
    1.3 Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

    However, all personnel file information shall be made available to the affected employee or his/her representative. General personnel information on all employees or groups of employees, without individual names, may not be excepted from disclosure.

2. Administrative or technical information that would jeopardize a recordkeeping or security system.

3. Computer programs, computer codes, computer filing systems, and other software that are owned by the library or entrusted to it.

4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-l.5-6.

5. The identity of a donor of a gift made to the library if the donor requires nondisclosure of his/her identity as a condition of making the gift or after the gift is made, the donor or a member of the donor's family requests nondisclosure.

6. Library records which can be used to identify any library patron. Circulation records or other records identifying the names of library users with specific materials are for the sole purposes of protecting public property and compiling statistical information. Such records shall not be used either directly or indirectly to otherwise identify the types of materials used by individual patrons.

A patron's address may be given to law enforcement officials when

- Staff have good reason to believe that a patron, who has left the library before law enforcement officials can arrive, is a serious threat to himself or others **and**
- No other way to identify the patron is available (such as auto license number or address in a directory ~~phone book~~)

Library records shall not be made available to any agency, group or individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory powers.

Upon receipt of such process, order, or subpoena, the Library Director will consult with legal counsel to determine if such document is in proper form and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, the Director will insist that such defects be cured.

Any costs incurred, as a result of such order, in a search through patron records, shall be borne by the agency, group or individual demanding the search.

Patron privacy is automatically waived in cases of suspected child abuse or neglect. An individual who has reason to believe that a child is a victim of child abuse or neglect is required to make a report to the Department of Child Services (DCS) or local law enforcement. Furthermore, if an individual is required to make a report in the individual's capacity as a member of the staff of a public institution/agency, the individual is required to immediately make the report and then notify the person in charge of the institution/agency that a report was made. Reports may be made orally or in writing but must be made immediately to either DCS or local law enforcement. Currently, DCS operates a hotline that is staffed 24-hours a day for the purpose of receiving such reports of suspected child abuse or neglect. The phone number is 1-800-800-5556. Reports may also be made by calling the Jasper County DCS office. The phone number is 219-866-4186.

Disclosure of library circulation records will be made in the case of parents (biological, foster, step) or legal guardians, inquiring about the materials their children aged 17 or under have borrowed.

7. Records deposited with, or acquired by, the Library upon a condition that the records be disclosed only:
    7.1 To qualified researchers.
    7.2 After the passing of a period of years that is specified in the documents under which the deposit or acquisition is made or
    7.3 After the death of persons specified at the time of the acquisition or deposit.

Patron Tasks and Devices Policy

Patrons are responsible for inputting their own data in all forms, applications, and documents to ensure privacy is maintained. Likewise, patrons must input any data, or follow any procedure on their own devices. Library staff should not touch these devices for liability purposes.

Staff can offer patrons 5 to 10 minutes of limited assistance, as staffing permits, in navigating online tasks.

Library staff will give 5 to 10 minutes of limited assistance, as staffing permits, and as staff knowledge allows, for personal devices when interfacing with library devices.

Staff will point patrons toward online guides and/or library books for any other questions that may arise.

Please be aware that library printers may not be compatible with all devices and/or software.

Technology is changing rapidly, and staff may not be knowledgeable about a specific device or program.

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One-on-one help sessions defined as sessions that are fifteen minutes or more in length may also be scheduled.

May 2011; revised 7/21

R 15

Jasper County Public Library

COVID-19 Mitigation Plan

As vaccination rates rise and public health restrictions ease with respect to COVID-19, the health and safety of Jasper County Public Library (JCPL) employees remains a top priority. Consistent with federal, state, and local health recommendations, this most recent version of JCPL's mitigation plan reflects the reduction or termination of measures that are no longer necessary based on the diminishing overall nature of the pandemic as well as the maintenance of practices that contribute to healthy, safe, and efficient library operations. **This plan *supplements* public health authority guidance (including any applicable executive order(s)), which is to be followed whether or not specifically referenced in this plan**

JCPL expects all employees to adhere to the safety measures set forth in this plan (and others that may be announced from time to time), and failure to do so may lead to disciplinary action. This plan does not alter the at-will nature of JCPL employment.

The Management Team will continue to monitor and implement this plan and announce revisions to the extent and as soon as feasible. Questions or suggestions should be directed to the Business Office or the Director.

I. Social Distancing Recommendations

A. Unvaccinated employees and those otherwise at risk should maintain six feet of space between themselves and others whenever feasible (e.g., excluding situations such as passing co-workers in a hallway or traveling past a co-worker's workspace).

B. Be mindful that different individuals have different feelings regarding distancing, particularly during one-on-one or small group interactions. Remain compassionate and gracious (and avoid giving or taking offense) towards those who indicate a different preference from your own.

C. Cheerfully and politely encourage patrons to comply with social distancing floor markings that remain in areas that typically see high congregation or lines.

D. Utilize provided Plexiglas barriers to aid in continued mitigation.

II. Infection Prevention Measures

A. Employees will disinfect high-touch surfaces, equipment, and items in accordance with department/supervisor directions.

B. Employees should frequently and thoroughly wash and sanitize hands using CDC guidelines. In particular, as non-exhaustive examples, handwashing should take place :

1. when changing between work activities;
2. after moving materials between co-workers and patrons;
3. after processing the book drop; and
4. after touching the mouth, nose, or eyes.

C. Employees will practice respiratory etiquette (e.g., sneeze or cough into the shoulder or inside elbow whenever possible, facial tissue if not possible, and into hands as a last resort, always followed by prompt hand-washing and any other appropriate clean-up).

D. Avoid using co-workers desks, phones, or workspaces.

E. Handwashing and other good hygienic practice signage will remain posted in appropriate locations.

F. Soap and paper towel will continue to be available at all sinks, including public restrooms, for handwashing.

G. Hand sanitizer will continue to be made available for staff and patrons as supplies allow.

III. Personal Protective Equipment (PPE)

A. The library will follow local health department guidance and/or the Indiana Governor's Executive Orders in regard to face coverings.

B. Employees are responsible for using face coverings properly and for keeping them clean in consideration of CDC guidelines.

C. Used PPE of any type must be disposed of in lined trash receptacles (or tied/sealed plastic bags pending placement in receptacles). Employees who leave or discard of PPE improperly – including without limitation by leaving used PPE on the ground in the parking lot – will be disciplined.

IV. Responsibilities for Monitoring Individual Health, Wellness, and Contacts With Others (At and Outside Work)

A. All employees are responsible for monitoring how they feel and remaining alert to potential symptoms of COVID-19, which include cough, shortness of breath, and fever (among other possible symptoms). This is an ongoing obligation and specifically includes a conscious assessment immediately prior to each time an employee reports to work at a JCPL facility. By commencing work at any JCPL site, you are representing that you have self-assessed and are not currently experiencing COVID-19 symptoms.

B. If an employee does not feel well - whether due to symptoms or circumstances implicating COVID-19 ***or any other potentially infectious illness*** - the employee must stay or return home and notify their supervisor immediately.

C. Employees who have had "close contact" (as defined by the CDC) with confirmed or probable COVID – 19 cases must stay or return home and notify their supervisor immediately.

D. Management will assess and instruct employees regarding return-to-work from a period of actual or potential illness or close contact based on its evaluation of the employee's circumstances in light of current CDC, state, and local health authority guidance. Management may utilize timelines and criteria from prior versions of this mitigation plan where it determines appropriate.

VI. Cleaning and Disinfecting

A. The library will continue to follow CDC guidelines for cleaning and disinfecting facilities.

B. Janitors remain responsible for the daily cleaning and disinfecting of the library generally. All other employees are responsible for cleaning and disinfecting their respective work areas and /or shared work areas, supplies, and equipment in accordance with management's instructions.

VII. Symptoms in the Workplace

Employees who report or demonstrate symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees and sent home. The current team supervisor will notify the Business Office immediately. The Director and/or Business Office will determine the length of time an employee will need to remain isolated and/or off work based on the facts and circumstances of each situation and may utilize procedures from prior versions of this mitigation plan as appropriate.

VIII. COVID – 19 Vaccinations

JCPL strongly encourages all who can safely get a COVID-19 vaccine to do so, and we urge each individual employee to make their own informed decision, in consultation with their chosen health care provider(s).

Adopted May 11, 2020; revised June 8, 2020; revised September 14, 2020;

revised November 9, 2020; revised December 14, 2020; revised February 8, 2021;

revised June 14, 2021; revised July 12, 2021

Director's Report
June 2021

Consent Agenda

You will be approving the minutes of the June Board meeting, bills, and financial reports.

2021 Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the 2021 Salary Ordinance Update as presented.**

Policy Review: There are three policies up for review in July: Public Relations and Public Information Policy, Public Records Policy, and Patron Tasks and Devices Policy. We recommend a minor revision to both the Public Records Policy and the Patron Tasks and Devices Policy. Please see R 10 and R 12. Phone books are not the great resource they once were, so we recommend changing the language in the Public Records Policy to the broader term 'directory' to provide a better second example. In the Patron Tasks and Devices Policy we added language to define one-on-one help sessions because we do count this as a service and staff need to clearly know when they are offering this service to count properly. Revising the language is meant to clarify how this works for staff and patrons. We are not recommending any revisions to the Public Relations and Public Information Policy. **If you approve the Consent Agenda, you approve revising the Public Records Policy and the Patron Tasks and Devices Policy as presented.**

General Business:

Oath of Office – Kristie Housman: Kristie Housman has been re-appointed to our library board by the Rensselaer Central School Board. Kristie will take her oath of office at our July meeting.

JCPL COVID-19 Mitigation Plan Revision: Now that we have moved to Phase 7 of our Phased Re-Opening Plan a significant revision to our Mitigation Plan is warranted. We consulted with our employment law attorney who drafted our original plan and worked with us on subsequent revisions. He agreed that a pared-down version would now suffice. Please see R 15. You will notice that the document contains no strikeouts or highlighted additions. In this case it was simpler to present a clean three-page document for your review because so much content has been removed. You do have a copy of our current plan in your board packet it you want to compare any section to our current plan. A board vote is required to revise our JCPL COVID-19 Mitigation Plan.

DeMotte Parking Lot Project: On June 16, 2021, we received confirmation from the Town of DeMotte that they concur with Ed's findings regarding 10th Street being a designated street that extends from Birch Street. In this letter of confirmation Kim Kendrick, Building Commissioner for the Town of DeMotte expressed concern about the entrance/exit off 10th street being too close to the intersection of 10th & Birch Streets. I shared this information with our architect, Harry, who explained that he would reach out to Kim about her concerns and then send a formal response to the Town of DeMotte about this expressed concern and to address some questions that Abonmarche, engineers for the Town of DeMotte, had raised. Formal letter was sent on July 1 along with preliminary drawings addressing the concern about 10th Street. Harry attempted to contact Kim on July 7 to confirm that she had received his correspondence. He learned through email autoreply that she is unavailable July 5-9 so he will follow up when she returns to the office.

FFCRA Policy: This policy was drafted effective April 1, 2020 through December 31, 2020 in compliance with the Families First Coronavirus Response Act. The federal government did not extend or readopt FFCRA after it expired. We will remove this policy from our manuals because it is no longer applicable.

Director's Report:

We received a letter from the Indiana State Library on June 29 stating that "at its June 25th meeting, the Indiana Library & Historical Board (ILHB) found Jasper County Public Library to be in compliance with the Public Library Standards for 2020".

I received an email from the State Library on July 1 stating "...a new law passed, effective today (7/1/2021), that requires state agencies and local government entities, including libraries, to report cybersecurity incidents to the Indiana Office of Technology within 2 business days of an incident. Additionally, all libraries are required to designate a point of contact/cyber incident reporter for your organization before September 1, 2021 and each following year. We will work to be compliant by the stated deadline.

Federal grant funding opportunities are coming our way fast and furiously. We are doing our best to review each one carefully and thoughtfully. Each one has a specific focus and parameters. At the end of June Sheila and I reviewed and discussed The Emergency Connectivity Fund (ECF) that was included in the American Rescue Plan passed by Congress in March 2021. It provides reimbursement funding for libraries (and schools) to buy laptops, tablets, Wi-Fi hotspots, and broadband connections to help students, teachers, and library patrons access the internet while off-campus. We have reviewed expressed technology needs, and we do not think there is an expressed need by patrons for laptops. I have also reviewed the Emergency Connectivity Fund (ECF) Solutions Toolkit released by the American Library Association to help libraries navigate the opportunities made available by the $7.2 billion ECF program being administered by the FCC. I have reviewed some sample projects (namely with hotspots) and the pros and cons, and at this time I do not feel that we will be applying for these funds in consideration of what I have learned. We must carefully consider our resources and our capacity to receive these funds and deliver something impactful for our community. It takes time to develop a project idea, write a grant application, order, and receive equipment and materials, set-up equipment, train staff, launch programs, collect data, and write reports. We must be good fiscal stewards as we determine how, when, where and in what to invest. We will continue to review opportunities.

On March 23, our HVAC technician while completing his normal preventative maintenance and addressing a leak in a VAV unit in the northwest side of the Rensselaer Library ceiling, drew our attention to an electric cable that he felt was problematic. It butted up against a water line and could not be shifted (snug against the waterline with no give). He provided photos and indicated that he felt they all might be similarly installed though he had not checked. He expressed concern about whether the electric cord installation/placement met building code and was safe for electric and water to be bumped up against each other, and that it made his job more difficult to complete maintenance repair on that area. I contacted Hamstra who installed the vents as a part of our roofing project in 2014 and explained this expressed concern and sent pictures of the area in question. I told them I needed to know if we met code and were safe. On April 6 Hamstra told me via email that they did not think there was an issue with the install but that they would have their electrician check. They were slow to come out to check. I had to contact them repeatedly about coming onsite. Finally they sent their electrician out in June to double check. The electrician indicated that the set up did not meet code and was not safe. The next day the vents were disconnected, and the next week Hamstra wired the fans correctly from the underside of the roof and turned them back on. There was no cost to the library for this work.

System Administrator News

Sheila reports, "I prepared all patron PCs (that had been turned off since COVID quarantine) for Phase 7 beginning 7/1. I had to turn them on, disable security, uninstall old software we are no longer using due to obsolescence (Java, Flash, Shockwave), update ESET antivirus application software, Envisionware Software, run Windows Update, update Chrome, test everything, then re-enable security. I researched wireless stats because it seems like they have been quite low. They obviously are lower than before COVID, especially because children weren't allowed without adults. However, while researching this, I came across some info about iOS (iPhone/iPad operating system) changes that occurred with the iOS 14 update in September 2020, which randomizes MAC (device) addresses. At that time, Meraki began NOT counting iOS Apple devices as uses on our wireless network. Its possible Apple may change their software in the future and that will allow us to count Apple devices again. Until then, our counts will be lower."

Technical Services News

Becky reports, "I met with Sheila to discuss upcoming DAC record creation and made a tentative schedule. I was given a short training session about the new intranets. I uploaded my staff schedule to both the new and old intranets. I attended my 2nd Zoom meeting of the Indiana TLC User's Group. I was able to share how we did our Digital Access Cards and use SRCS for getting materials for patrons."

DeMotte Library News

Shannon reports, "Neile and Autumn worked together to create an amazing lobby display case to showcase this year's summer reading theme and prizes. We have received numerous compliments on it. It's a big hit with patrons of all ages. Neile did Bingo at the Park, but unfortunately didn't have a great turnout. We are going to keep trying with this program, because we think it will be a fun program for our adult patrons. Autumn and Karla constructed a life-size castle for kids to play in while they visit. Autumn also watched Karla and me do story times for different programs which was very informative. Karla and I will continue to work with Autumn to get her comfortable doing story times and prepping for them. Autumn and Karla have been working together to prep and put on the summer reading programs which are going very well. Kids and teens are having a blast! Autumn is already thinking about programs for next year's summer reading theme and teen programs, like an anime club, based on conversations she's had with patrons."

Rensselaer Library News

Linda reports, "The Summer Reading programs for adults, teens, and children will run from June 7- July 17 this year. This summer, all ages can participate in the program, Tails and Tales. For the adult program every book, magazine, audiobook, or eBook a patron reads/listens to their name is entered into a weekly prize drawing." Janice reports, "Summer reading is going well. It is great to be able to do face to face programing again. The weather has not cooperated with some of our programs, but we have been able to defer to our rain dates. Beanstack has proven to be a helpful tool. Our numbers are very encouraging, and we are seeing quite a few new families as well as our regular patrons. We are looking forward to our July programs and getting back into our regular programming during the year. We will do some of our successful programs as well as trying some new ideas."

Wheatfield Library News

Evie reports, "Summer Reading started with a few hiccups, but we've managed to overcome! Many patrons are using Beanstack for the first time and have been giving mixed reviews – some love the convenience of logging minutes on their phone, while others have found it difficult to navigate. I know Mel W. has worked hard to get things running smoothly, and I appreciate her efforts! Another hiccup was the need to reschedule outdoor performances because of weather – while we did our best to communicate changes, it was a bit discouraging to patrons and staff to rearrange schedules. Other efforts for Summer Reading included recording virtual programs, preparing crafts to go, receiving donations, purchasing prizes, holding volunteer training session, and scheduling/planning/attending programs. Patrons have really been enjoying the "life-sized" animals display promoting the "Tales and Tails" summer reading theme.

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in your packet. -Patty

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JCPL FINANCIAL STATEMENT

June 30, 2021

	Beginning 2021 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$986,255.79	$192,414.29	$1,113,780.39	$505,291.18	$1,318,154.03	$1,190,629.43
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$23,037.10	$1,672.90	$6,199.50	$1,110.00	$11,388.08	$28,225.68
DeMotte	$7,596.28	$287.37	$1,375.39	$270.00	$2,830.15	$9,051.04
Rensselaer	$13,051.35	$715.33	$3,395.86	$470.00	$6,109.15	$15,764.64
Wheatfield	$2,389.47	$670.20	$1,428.25	$370.00	$2,448.78	$3,410.00
Library Improvement Reserve Fund	$232,233.18	$0.00	$0.00	$21.00	$115.18	$232,348.36
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,276,263.01	$700.00	$3,435.00	$119.84	$778.54	$2,273,606.55
Includes Investments of: $2,108,225.32						
State Technology Fund Grant Fund	$1,101.29	$1,782.00	$10,692.00	$0.00	$17,448.98	$7,858.27
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$78.67	$0.00	$55.26	$0.00	$5.27	$28.68
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,286.19	$47,362.09	$8,286.19	$47,362.09	$0.00
FICA Tax Collected	$0.00	$8,474.06	$49,786.40	$8,474.06	$49,786.40	$0.00
State Tax Collected	$0.00	$3,802.08	$22,385.18	$3,802.08	$22,385.18	$0.00
County Tax Collected	$0.00	$2,909.07	$17,093.60	$2,909.07	$17,093.60	$0.00
INPRS	$0.00	$3,119.95	$19,165.79	$3,119.95	$19,165.79	$0.00
Deferred Comp Plan	$0.00	$3,040.00	$17,890.00	$3,040.00	$17,890.00	$0.00
Pre-tax Insurance Plan	$0.00	$4,159.41	$24,731.45	$4,159.38	$24,959.48	$228.03
Life Insurance	$0.00	$336.66	$2,092.04	$336.64	$2,089.52	($2.52)
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,522,381.94	$230,696.61	$1,334,668.70	$540,669.39	$1,548,622.14	$3,736,335.38

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Bank Balances

Jasper County Public Library

Report as of: **6/30/2021**

	Bank	
1	Alliance Bank	$1,627,840.06
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,108,225.32
	Total all banks =	**$3,736,335.38**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/2017	$140.76	Jan-21
								$110.81	Feb-21
								$113.34	Mar-21
								$115.30	Apr-21
								$110.63	May-21
								$104.85	Jun-21

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$695.69**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **6/1/2021** *To* **6/30/2021**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$81,162.00	$0.00	$81,162.00	$6,763.46	$40,514.03	$40,647.97	50.1
1.12 SALARY OF ASSISTANTS	$1,205,452.00	$0.00	$1,205,452.00	$99,806.20	$585,044.42	$620,407.58	51.5
1.13 WAGES OF JANITORS	$98,306.00	$0.00	$98,306.00	$7,259.50	$43,422.70	$54,883.30	55.8
1.21 EMPLOYER'S SHARE-FICA	$105,946.00	$0.00	$105,946.00	$8,474.06	$49,786.40	$56,159.60	53.0
1.22 UNEMPLOYMENT COMPENSATION	$2,464.00	$0.00	$2,464.00	$0.00	$1,458.81	$1,005.19	40.8
1.23 EMPLOYER'S CONTRIB.- PERF	$124,140.00	$0.00	$124,140.00	$10,315.40	$60,746.38	$63,393.62	51.1
1.24 EMPLOYER'S CONTRIB.- INS.	$167,607.00	$0.00	$167,607.00	$11,785.11	$70,726.71	$96,880.29	57.8
Subtotal	*$1,785,077.00*		$1,785,077.00	$144,403.73	$851,699.45	$933,377.55	52.3
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$45.52	$454.48	90.9
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$373.22	$2,840.02	$4,159.98	59.4
2.21 CLEANING & SANITATION SUPPLIES	$7,000.00	$0.00	$7,000.00	$864.94	$4,028.89	$2,971.11	42.4
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$127.41	$1,977.94	$3,522.06	64.0
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$4.79	$1,495.21	99.7
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$54.32	$69.31	$330.69	82.7
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$208.94	$541.06	72.1
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$763.36	$3,978.88	$12,521.12	75.9
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$2,183.25	$13,154.29	$26,595.71	66.9
3. Other Services and Charge							

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Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$1,470.00	$3,630.00	$1,370.00	27.4
3.14 OTHER PROFESSIONAL SERVICES	$6,400.00	$0.00	$6,400.00	$868.00	$1,694.48	$4,705.52	73.5
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$2,344.44	$7,383.66	$11,616.34	61.1
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$3,750.00	$13,500.00	$18,000.00	57.1
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$13,000.00	$0.00	$13,000.00	$1,082.18	$6,473.74	$6,526.26	50.2
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$92.00	$242.00	$1,758.00	87.9
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$767.76	$4,635.68	$15,364.32	76.8
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	($0.65)	$132.69	$8,867.31	98.5
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$74.07	$397.32	$1,402.68	77.9
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$1,219.63	$6,958.24	$78,361.76	91.8
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$4.81	$248.31	$551.69	69.0
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$1,191.04	$2,308.96	66.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,500.00	$0.00	$27,500.00	$0.00	$14,917.50	$12,582.50	45.8
3.51 GAS	$25,000.00	$0.00	$25,000.00	$943.38	$8,042.88	$16,957.12	67.8
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$10,588.57	$42,612.87	$67,387.13	61.3
3.53 WATER	$3,500.00	$0.00	$3,500.00	$252.80	$2,279.87	$1,220.13	34.9
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$586.83	$3,525.89	$4,474.11	55.9
3.61 BUILDING & STRUCTURES	$117,000.00	$0.00	$117,000.00	$2,394.82	$26,885.14	$90,114.86	77.0
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$13.03	$229.18	$70.82	23.6
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,631.11	$968.89	37.3
3.93 TAXES & ASSESSMENTS	$2,100.00	$0.00	$2,100.00	$0.00	$418.00	$1,682.00	80.1
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.98 MAINTENANCE/SERVICE CONTRACTS	$108,690.00	$0.00	$108,690.00	$5,111.64	$43,091.17	$65,598.83	60.4
Subtotal	*$603,430.00*		$603,430.00	$31,563.31	$190,420.77	$413,009.23	68.4
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$42,000.00	$0.00	$42,000.00	$0.00	$589.77	$41,410.23	98.6
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$7,579.48	$35,169.41	$114,830.59	76.6
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$3,382.35	$7,468.06	$9,031.94	54.7
4.53 NONPRINTED MATERIALS	$64,000.00	$0.00	$64,000.00	$3,302.17	$15,278.64	$48,721.36	76.1
Subtotal	*$272,500.00*		$272,500.00	$14,264.00	$58,505.88	$213,994.12	78.5
Grand Total	$2,700,757.00	$0.00	$2,700,757.00	$192,414.29	$1,113,780.39	$1,586,976.61	58.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **6/1/2021** *To* **6/30/2021**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$700.00	$1,100.00	$8,900.00	89.0
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$0.00	$2,210.00	$27,790.00	92.6
3.61 BUILDING & STRUCTURES	$605,182.00	$0.00	$605,182.00	$0.00	$0.00	$605,182.00	100.0
Subtotal	*$645,182.00*		$645,182.00	$700.00	$3,310.00	$641,872.00	99.5
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$186,872.00	$0.00	$186,872.00	$0.00	$125.00	$186,747.00	99.9
Subtotal	*$186,872.00*		$186,872.00	$0.00	$125.00	$186,747.00	99.9
Grand Total	$832,054.00	$0.00	$832,054.00	$700.00	$3,435.00	$828,619.00	99.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **6/1/2021** *To* **6/30/2021**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$10,692.00	($10,692.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$10,692.00	($10,692.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$10,692.00	($10,692.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Voucher List

Jasper County Public Library

Report Date: From 6/1/2021 *To* 6/30/2021

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	336	PAYROLL	6/10/2021	PAYROLL	$56,535.46
0	337	CHRISTINA SANDERS	6/10/2021	Courier Mileage 5/16-5/31/21 (Conf. #1045)	$312.48
0	338	GREAT-WEST RETIREMENT	6/10/2021	Annuity Withheld 6/10/21 payroll (Ref. #912564014)	$1,520.00
0	339	INPRS fbo PERF	6/10/2021	INPRS Contributions 6/10/21 Payroll	$6,714.29
0	340	IRS USA TAXPAYMENT	6/10/2021	Federal Withholding, Medicare, & FICA withheld 6/10/21 Payroll & Ins. (Acknowledgement# 20297359)	$12,552.20
0	341	TOWN OF DEMOTTE	6/10/2021	Dem: Sewer & Water : May 2021 (Conf #1047)	$136.60
0	342	TOWN OF WHEATFIELD	6/10/2021	Wh: Sewer Service- June 2021 (Conf# 1046)	$77.35
38136	343	AARON'S LAWN CARE	6/14/2021	Mowing & edging	$757.00
38137	344	ACE HARDWARE	6/14/2021	Pruners	$23.99
38138	345	ADVANCED IMAGING SOLUTI	6/14/2021	Quarterly maintenance agreement on patron copiers	$785.78
38139	346	ANTHEM BLUE CROSS BLUE	6/14/2021	Health insurance premiums- June 2021	$14,463.90
38140	347	ANTHEM LIFE	6/14/2021	Life insurance premiums- June 2021	$109.55
38141	348	CAPITAL ONE	6/14/2021	Walmart: Library & maintenance supplies	$205.84
38142	349	CAPITAL ONE TRADE CREDIT	6/14/2021	Kem's Hardware: Paint, roller cover, roller, paint tray	$54.32
38143	350	CENGAGE LEARNING INC/ GA	6/14/2021	Opposing Viewpoints database subscription 5/27/21-5/26/22	$1,004.45
38144	351	CENTURYLINK	6/14/2021	Rens: Fax line service- June 2021	$60.68
38145	352	CHICAGO TRIBUNE	6/14/2021	DeM & Rens: Newspaper subscriptions Acct# 20468938	$243.50
38146	353	COLLABORATIVE SUMMER LI	6/14/2021	Summer Reading prize	$13.25
38147	354	DELTA DENTAL	6/14/2021	Dental insurance premiums- June 2021	$572.04
38148	355	DEMCO	6/14/2021	Library supplies	$86.53
38149	356	EDWARD P. DUMAS	6/14/2021	Legal Assistance: DeMotte parking lot project	$700.00
38150	357	ENA SERVICES LLC	6/14/2021	Internet Service- May 2021	$1,782.00
38151	358	ENVISIONWARE, INC.	6/14/2021	Patron computer reservation software annual maintenance	$921.51
38152	359	GRAINGER	6/14/2021	Maintenance & janitorial supplies	$333.06
38153	360	HAMSTRA BUILDERS, INC.	6/14/2021	DeM: Inspected phote cell above west side door	$163.50
38154	361	HUMANE INDIANA, INC.	6/14/2021	Summer Reading Program Presenter	$826.00
38155	362	ICC BUSINESS PRODUCTS	6/14/2021	Ziploc bags, clipboards, chairmat	$86.66
38156	363	INDIANA STATE LIBRARY	6/14/2021	Info Express Delivery Services, 2 days/week	$1,000.00
38157	364	INDIANA WASTE SERVICE	6/14/2021	DeM. & Wh: Trash pick-up June 2021	$147.00
38158	365	JOHNSON CONTROLS FIRE P	6/14/2021	DeM & Wh: Annual Fire Alarm Test & Inspection	$2,034.45
38159	366	KIMBERLY HUNTER	6/14/2021	Mileage 5/19/21	$24.64
38160	367	KROGER GARDIS & REGAS, L	6/14/2021	Legal Assistance: Policy Updates	$1,470.00
38161	368	NICHE ACADEMY	6/14/2021	Niche Academy annual subscription renewal	$1,260.00
38162	369	NIMBO IP LLC	6/14/2021	Monthly Managed Service- May 2021	$815.00
38163	370	NIPSCO	6/14/2021	DeM & Wh: Gas & electric service	$7,827.23
38164	371	NITCO	6/14/2021	DeM: Local phone service June 2021	$140.24
38165	372	OFFICE DEPOT	6/14/2021	Office, library, & janitorial supplies	$669.57
38166	373	PATTY STRINGFELLOW	6/14/2021	Mileage 4/26-5/21/21	$44.24
38167	374	PAYTON CALDWELL	6/14/2021	Mileage 5/11/21	$4.48
38168	375	POST TRIBUNE	6/14/2021	DeM & Rens: Newspaper subscriptions Acct# 44365252	$123.50
38169	376	QUILL LLC	6/14/2021	Office, library, & janitorial supplies	$317.54
38170	377	RELIANCE BARCODE SOLUTI	6/14/2021	Barcodes	$450.62
38171	378	RHODE ISLAND NOVELTY	6/14/2021	Summer Reading prizes	$291.60
38172	379	STEVE'S SPECIALIZED SERVI	6/14/2021	Laundry	$42.00
38173	380	TEAM SOFTWARE SOLUTION	6/14/2021	Public Web Browser Annual Renewal	$125.00

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38174	381	TRUGREEN PROCESSING CE	6/14/2021	Wh: Lawn fertilization, ornamental bed weed control; Rens: Lawn fertilization & grub preventative, tree & shrub treatment; DeM: Lawn fertilization, tree & shrub treatment	$1,022.32
38175	382	UNIQUE MANAGEMENT SERVI	6/14/2021	Collections: Initial/Secondary Placements- April & May 2021	$187.95
38176	383	VSP INSURANCE CO. (CT)	6/14/2021	Vision insurance premiums- June 2021	$214.74
38177	384	WALL STREET JOURNAL	6/14/2021	DeM: Newspaper subscription Acct# 010560502255	$599.88
38178	385	BAKER & TAYLOR	6/14/2021	Books, Continuations, AV, Auto. Yours	$7,469.69
38179	386	BAKER & TAYLOR ENTERTAIN	6/14/2021	AV	$1,530.35
38180	387	BARNES & NOBLE, INC	6/14/2021	Books	$172.03
38181	388	BUSINESS CARD	6/14/2021	Library & maintenance supplies, Facebook advertising, meeting expenses	$684.53
38182	389	CENTER POINT LARGE PRINT	6/14/2021	Books	$546.48
38183	390	CENTURYLINK	6/14/2021	Wh: Fax line June 2021	$66.26
38184	391	CULLIGAN WATER CONDITIO	6/14/2021	Wh: Water Cooler Rental- June 2021, 5-gallon drinking water- 5	$57.53
38185	392	FINDAWAY WORLD, LLC	6/14/2021	Wonderbooks, Launchpads	$439.94
38186	393	MAGAZINE SUBSCRIPTION SE	6/14/2021	September - December 2021 magazine renewals	$2,415.47
38187	394	MIDWEST TAPE	6/14/2021	AV	$659.50
38188	395	OVERDRIVE, INC.	6/14/2021	Deposit on Advantage Account for future content purchases	$3,750.00
38189	396	POSTMASTER	6/14/2021	Pre-stamped post cards, stamps	$92.00
38190	397	QUILL LLC	6/14/2021	Nametag	$8.16
38191	398	RAINBOW BOOK COMPANY	6/14/2021	Books	$772.37
38192	399	RELIABLE EXTERMINATORS, I	6/14/2021	Rens: Exterior Treatment; DeM: Interior & Exterior Treatments	$452.00
38193	400	ROEING CORPORATION	6/14/2021	PowerDVD 19 Pro software	$79.99
0	401	PAYROLL	6/25/2021	PAYROLL	$57,293.70
0	402	AFLAC	6/25/2021	Supplemental Insurance June 2021 (Conf #1050)	$920.95
0	403	ALLIANCE BANK	6/25/2021	Direct Deposit Fees - May 2021	$36.80
0	404	CHRISTINA SANDERS	6/25/2021	Courier Mileage 6/1-6/15/21 (Conf. #1048)	$381.92
0	405	CITY OF RENSSELAER	6/25/2021	Rens: Utilities: 5/6 - 6/7/21 (Conf #150245535)	$4,138.90
0	406	GREAT-WEST RETIREMENT	6/25/2021	Annuity Withheld 6/25/21 payroll (Ref. #914947846)	$1,520.00
0	407	INDIANA DEPARTMENT OF RE	6/25/2021	State & County Taxes withheld June 2021 Payrolls (Conf #0-003-145-486)	$6,711.15
0	408	INPRS fbo PERF	6/25/2021	INPRS Contributions 6/10/21 Payroll	$6,721.06
0	409	IRS USA TAXPAYMENT	6/25/2021	Federal Withholding, Medicare, & FICA withheld 6/24/21 Payroll & Ins. (Acknowledgement# 75467342)	$12,682.11
0	410	SPRINT	6/25/2021	Hotspot Data Service 5/12 - 6/11/21 (Conf #1049)	$1,219.63
0	411	ALLIANCE BANK	6/30/2021	Positive Pay Fee- June 2021	$15.00
0	412	SQUARE, INC	6/30/2021	Merchant Processing Fees- June 2021	$5.15

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$230,696.61**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, July 7, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $230,696.61

Date this 12th day of July ,20 21 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
June 30, 2021

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$377.25	$3,250.97
DeMotte	$154.41	$932.08		
Rensselaer	$175.85	$1,667.07		
Wheatfield	$46.99	$651.82		
PHOTOCOPIES:			$438.55	$4,005.39
DeMotte	$157.55	$1,348.45		
Rensselaer	$225.05	$2,096.84		
Wheatfield	$55.95	$560.10		
INTEREST (Checking, Repurchase, CDs):			$81.31	$399.03
TAXES:			$503,578.65	$1,309,374.51
Property Tax	$364,643.04	$786,719.17		
LOIT	$17,903.58	$107,421.48		
License Excise Tax	$64,265.11	$64,265.11		
Financial Institution Tax	$0.00	$1,914.23		
CVET(Commercial Vehicle Excise)	$0.00	$8,453.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$56,766.92	$340,601.52		
TAXABLE SALES:-			$0.00	$20.78
REFUNDS:			$815.42	$1,103.35
Rebates/Refund	$815.42	$898.42		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$0.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$204.93		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$505,291.18**	**$1,318,154.03**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$1,110.00	$11,388.08
DeMotte	$270.00	$2,830.15		
Rensselaer	$470.00	$6,109.15		
Wheatfield	$370.00	$2,448.78		
LIB. IMPROV. RESERVE FUND:			$21.00	$115.18
Interest Earned	$21.00	$115.18		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$119.84	$778.54
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$119.84	$778.54		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$17,448.98
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$0.00	$5.27
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
SUB-TOTAL (page 1)			**$506,542.02**	**$1,347,890.08**

F5b

WITHHOLDING ACCOUNT FUNDS:			$34,127.37	$200,732.06
FIT Tax Collected	$8,286.19	$47,362.09		
FICA Collected	$8,474.06	$49,786.40		
State Tax Collected	$3,802.08	$22,385.18		
County Tax Collected	$2,909.07	$17,093.60		
INPRS	$3,119.95	$19,165.79		
Deferred Comp Plan	$3,040.00	$17,890.00		
Pre-tax Insurance Plan	$4,159.38	$24,959.48		
Life Insurance	$336.64	$2,089.52		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$540,669.39**	**$1,548,622.14**

F6a

Voucher List

Jasper County Public Library

Report Date: From 7/1/2021 **To** 7/12/2021

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	413	PAYROLL	7/9/2021	PAYROLL	$56,405.36
0	414	CHRISTINA SANDERS	7/9/2021	Courier Mileage 6/16-6/30/21 (Conf. #1051)	$381.92
0	415	GREAT-WEST RETIREMENT	7/9/2021	Annuity Withheld 7/9/21 payroll (Ref. #918698663)	$1,520.00
0	416	INDIANA DEPT. OF WORKFOR	7/9/2021	2nd Quarter 2021 Unemployment Compensation Pymt Conf #8937615	$479.44
0	417	INPRS fbo PERF	7/9/2021	INPRS Contributions 7/9/21 Payroll	$6,702.92
0	418	IRS USA TAXPAYMENT	7/9/2021	Federal Withholding, Medicare, & FICA withheld 7/9/21 Payroll & Ins. (Acknowledgement# 42703615)	$12,488.62
38194	419	AARON'S LAWN CARE	7/12/2021	Mowing & edging	$1,020.00
38195	420	ACE HARDWARE	7/12/2021	Door hold kick-down, weed killer, air handler filters	$88.33
38196	421	ANTHEM BLUE CROSS BLUE	7/12/2021	Health insurance premiums- July 2021	$14,463.90
38197	422	ANTHEM LIFE	7/12/2021	Life insurance premiums- July 2021	$113.60
38198	423	CAPITAL ONE TRADE CREDIT	7/12/2021	Ceiling tiles	$39.92
38199	424	CENTURYLINK	7/12/2021	Rens: Fax line service- July 2021	$60.47
38200	425	CULLIGAN WATER CONDITIO	7/12/2021	Wh: Water Cooler Rental- July 2021	$13.03
38201	426	DELTA DENTAL	7/12/2021	Dental insurance premiums- July 2021	$572.04
38202	427	EDWARD P. DUMAS	7/12/2021	Legal Assistance: DeMotte parking lot project	$150.00
38203	428	ENA SERVICES LLC	7/12/2021	Internet Service- June 2021	$1,782.00
38204	429	GOODWIN FIRE EQUIPMENT, I	7/12/2021	Annual fire extinguisher inspections and maintenance	$171.25
38205	430	INDIANA WASTE SERVICE	7/12/2021	DeM. & Wh: Trash pick-up July 2021	$147.00
38206	431	KAPCO	7/12/2021	Library supplies	$370.53
38207	432	KONE, INC.	7/12/2021	DeM: Elevator Maintenance Agreement 7/1-9/30/21	$483.81
38208	433	KROOSWYK PLUMBING, HEAT	7/12/2021	Wh: Backflow tests	$360.00
38209	434	KANKAKEE VALLEY POST NE	7/12/2021	Wh: Newspaper subscriptions Acct# 0047445	$74.99
38210	435	MIDWEST COLLABORATIVE F	7/12/2021	Annual membership fee	$125.00
38211	436	NEILE TRAINOR	7/12/2021	Mileage 4/7-6/30/21	$47.60
38212	437	NIMBO IP LLC	7/12/2021	Monthly Managed Service- June 2021	$815.00
38213	438	NIPSCO	7/12/2021	DeM & Wh: Gas & electric service	$6,625.98
38214	439	NITCO	7/12/2021	DeM: Local phone service July 2021	$139.67
38215	440	PRECISION CONTROL SYSTE	7/12/2021	DeM & Rens: Preventative Maintenance	$3,707.08
38216	441	RAINBOW BOOK COMPANY	7/12/2021	Books	$450.38
38217	442	RAINBOW PRINTING	7/12/2021	Digital Access Cards	$812.00
38218	443	RELIABLE EXTERMINATORS, I	7/12/2021	Rens: Interior Treatment	$100.00
38219	444	ROEING CORPORATION	7/12/2021	Tech Maintenace Support 2021- 3rd installment	$12,250.00
38220	445	SUNRISE PACKAGING	7/12/2021	TV series cases, audiobook cases	$1,081.32
38221	446	TRUGREEN PROCESSING CE	7/12/2021	Rens: Ash Tree Injections	$1,585.50
38222	447	UNIQUE MANAGEMENT SERVI	7/12/2021	Collections: Initial/Secondary Placements- June 2021	$80.55
38223	448	VSP INSURANCE CO. (CT)	7/12/2021	Vision insurance premiums- July 2021	$214.74
38224	449	WALL STREET JOURNAL	7/12/2021	Delivery fees for postal mail delivery of DeMotte newspaper subscription	$35.00
38225	450	BAKER & TAYLOR	7/12/2021	Books, Continuations, AV, Auto. Yours	$8,510.03
38226	451	BAKER & TAYLOR ENTERTAIN	7/12/2021	AV	$2,058.12
38227	452	BARNES & NOBLE, INC	7/12/2021	Books	$51.13
38228	453	BUSINESS CARD	7/12/2021	Library supplies, book, background check, Facebook advertising, blu-ray player, sound bar, adapter	$838.15
38229	454	CAPITAL ONE	7/12/2021	Walmart: Summer Reading prizes & supplies, children's supplies	$328.58
38230	455	FINDAWAY WORLD, LLC	7/12/2021	Wonderbooks	$144.97
38231	456	GRAINGER	7/12/2021	Bathroom cleaner, 70% isopropyl alcohol, batteries, door pull plate	$105.62

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
38232	457	JUDI'S BLOOMERS	7/12/2021	Program presenter	$375.00
38233	458	LINK ENVIRONMENTAL EQUIP	7/12/2021	Rens: 2 yard sloped rear load dumpster	$1,138.75
38234	459	MIDWEST TAPE	7/12/2021	AV	$613.30
38235	460	OFFICE DEPOT	7/12/2021	Janitorial, office, library, & maintenance supplies, cables	$532.33
38236	461	POST TRIBUNE	7/12/2021	DeM & Rens: Newspaper subscriptions Acct# 44365252	$147.50
38237	462	QUILL LLC	7/12/2021	Office, maintenance, janitorial, & library supplies, battery backup ups	$309.31
38238	463	TRUGREEN PROCESSING CE	7/12/2021	Ornamental bed weed control, grub preventative	$451.91
38239	464	ULINE	7/12/2021	Cardboard mailers, DVD cases, filament tape	$390.05
38240	465	WAGEWORKS, INC.	7/12/2021	Refunding COBRA premiums back to Benefit Admin Solutions (Anthem's 3rd party COBRA administrator)	$682.24

Total Amount of Claims **$142,635.94**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, July 13, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$142,635.94**

Date this 15th **day of** July **,20** 21 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Agenda
Jasper County Public Library
Board of Trustees Budget Committee Meeting
Wednesday, July 28, 2021 9am
Rensselaer Public Library

Review of 2022 Budget Recommendations

		2018 Disbursed	2019 Disbursed	2020 Budget	2020 Disbursed full year	2021 Budget	2021 Disbursed 6/30/2021	2022 Proposed Budget	% of Total 2021 Budget
	PERSONAL SERVICES								
1.1	**Salaries and wages**								
.11	Salary of librarian	$74,880	$77,158	$79,560	$79,464	$81,162	$40,514	$83,595	
.12	Salary of Assistants	$1,118,184	$1,136,584	$1,188,452	$1,182,129	$1,205,452	$585,044	$1,227,154	
.13	Wages of Janitor	$88,628	$88,434	$96,652	$91,767	$98,306	$43,423	$100,212	
1.2	**Employee benefits**								
.21	Employer: FICA	$94,897	$96,932	$104,397	$100,901	$105,946	$49,786	$107,939	
.22	Unemployment Comp	$2,677	$2,411	$2,504	$2,649	$2,464	$1,459	$2,462	
.23	Employer: PERF	$114,073	$116,936	$121,729	$122,308	$124,140	$60,746	$126,700	
.24	Employer: Group Insur.	$140,013	$130,568	$161,376	$135,641	$167,607	$70,727	$173,581	
1.3	**Other personal services**								
.31	Other personal services								
	Total Personal Services	$1,633,351	$1,649,024	$1,754,670	$1,714,857	$1,785,077	$851,699	$1,821,643	64.5%
	SUPPLIES								
2.1	**Office supplies**								
11	Official records	$401	$95	$500	$336	$500	$46	$500	
12	Stationery/printing	$0	$0	$1,000	$0	$500	$0	$500	
13	Other office supplies	$6,886	$6,324	$8,000	$4,660	$7,000	$2,840	$7,000	
2.2	**Operating supplies**								
21	Cleaning/sanitation	$6,551	$5,974	$6,500	$5,560	$7,000	$4,029	$8,000	
22	Fuel/oil/lubricants	$0	$0	$0	$0	$0	$0	$0	
23	Other operating supplies	$4,252	$4,324	$6,000	$3,488	$5,500	$1,978	$5,500	
2.3	**Repair/maintenance supplies**								
31	Building materials	$1,070	$791	$2,000	$123	$1,500	$5	$1,500	
32	Painting supplies	$304	$233	$400	$58	$400	$69	$400	
33	Repair parts	$637	$521	$1,000	$202	$750	$209	$750	
2.4	**Other supplies**								
41	Library supplies	$16,134	$16,148	$16,200	$5,952	$16,500	$3,979	$15,500	
42	Marketing supplies	$100	$100	$100	$0	$100	$0	$100	
	Total Supplies	$36,335	$34,510	$41,700	$20,378	$39,750	$13,154	$39,750	1.4%

		2018 Disbursed	2019 Disbursed	2020 Budget	2020 Disbursed full year	2021 Budget	2021 Disbursed 6/30/2021	2022 Proposed Budget	% of Total 2018 budget
3	**OTHER SERVICES/CHARGES**								
3.1	**Professional services**								
.11	Consulting services	$0	$0	$0	$0	$0	$0	$0	
.12	Engineer/Arch Services	$0	$0	$0	$0	$0	$0	$0	
.13	Legal services	$3,830	$4,261	$5,000	$7,480	$5,000	$3,630	$6,000	
14	Other profess. services	$4,793	$3,804	$6,700	$3,100	$6,400	$1,694	$5,400	
145	Databases/Licensing Serv	$18,896	$18,347	$19,000	$18,517	$19,000	$7,384	$30,100	
146	E-Books Services	$24,500	$25,065	$31,500	$15,000	$31,500	$13,500	$31,500	
147	Apps	$0	$3	$100	$0	$100	$0	$100	
3.2	**Communication/Transportation**								
21	Telephone	$9,023	$12,736	$10,500	$13,332	$13,000	$6,474	$14,000	
22	Postage	$1,501	$2,361	$2,000	$1,113	$2,000	$242	$2,000	
23	Traveling expenses	$18,449	$19,585	$20,000	$9,103	$20,000	$4,636	$20,000	
24	Professional mtgs	$10,913	$7,372	$11,000	$2,077	$9,000	$133	$9,000	
25	Freight/Express	$1,770	$1,706	$1,800	$842	$1,800	$397	$1,800	
26	Network expenses	$13,713	$12,860	$85,320	$13,514	$85,320	$6,958	$84,956	
3.3	**Printing/Advertising**								
31	Adv/Public. of notices	$316	$807	$800	$295	$800	$248	$800	
32	Printing (not offc. supply)	$0	$0	$0	$0	$0	$0	$0	
33	Marketing advertising	$1,962	$2,351	$3,500	$0	$3,500	$1,191	$3,500	
3.4	**Insurance**								
41	Official bonds	$212	$300	$500	$300	$500	$300	$500	
42	Other insurance	$27,713	$26,471	$27,000	$30,776	$27,500	$14,918	$29,000	
3.5	**Utility services**								
51	Gas	$15,000	$17,432	$25,000	$12,505	$25,000	$8,043	$25,000	
52	Electricity	$97,823	$91,535	$110,000	$86,681	$110,000	$42,613	$130,000	
53	Water	$3,097	$3,152	$4,000	$2,726	$3,500	$2,280	$3,500	
54	Waste disposal service	$7,696	$7,272	$8,000	$6,409	$8,000	$3,526	$8,000	
3.6	**Repairs/maintenance**								
61	Bldgs/Structures	$51,876	$60,448	$116,529	$59,793	$117,000	$26,885	$120,000	
62	Equipment	$199	$291	$1,000	$844	$500	$0	$500	

		2018 Disbursed	2019 Disbursed	2020 Budget	2020 Disbursed full year	2021 Budget	2021 Disbursed 6/30/2021	2022 Proposed Budget	% of Total 2018
3.7	**Rentals**								
71	Real estate	$0	$0	$0	$0	$0	$0	$0	
72	Equipment	$290	$298	$300	$302	$300	$229	$350	
91	Dues	$614	$2,552	$2,600	$2,042	$2,600	$1,631	$2,600	
92	Interest on loans	$0	$0	$0	$0	$0	$0	$0	
93	Taxes/Assessments	$2,495	$336	$400	$2,098	$2,100	$418	$1,200	
94	Transfer to LIRF	$0	$0	$0	$0	$0	$0	$50,000	
95	Book reimbursement	$30	$34	$200	$78	$200	$0	$200	
96	Petty cash	$0	$0	$120	$0	$120	$0	$120	
97	Interview/moving expens	$0	$0	$0	$0	$0	$0	$0	
98	Maintenance/service con	$120,117	$105,455	$102,204	$87,815	$108,690	$43,091	$110,044	
	Total Other Services/Charg	$436,826	$426,835	$595,073	$376,739	$603,430	$190,421	$690,170	24.4%
4	**CAPITAL OUTLAYS**								
1	Land	$0	$0	$0	$0	$0	$0	$0	
2	Buildings	$0	$0	$0	$0	$0	$0	$0	
3	Improvements	$0	$0	$0	$0	$0	$0	$0	
4	Furniture/equipment	$43,304	$39,879	$41,600	$1,581	$42,000	$590	$40,000	
5	Other capital outlays	$0	$0	$0	$0	$0	$0	$0	
51	Books	$140,475	$112,543	$150,000	$68,026	$150,000	$35,169	$150,000	
52	Periodicals,newspapers	$21,650	$16,154	$16,600	$17,307	$16,500	$7,468	$16,500	
53	Nonprint materials	$57,267	$61,244	$63,900	$28,670	$64,000	$15,279	$66,000	
	Total Capital Outlays	$262,696	$229,820	$272,100	$115,585	$272,500	$58,506	$272,500	9.6%
	FUND TOTAL	$2,369,209	$2,340,188	$2,663,543	$2,227,560	$2,700,757	$1,113,780	$2,824,063	

Operating Fund Appropriations
2022 Proposed Budget

Things to remember-

- We will not know until the end of the year how much operating balance we will actually have to begin 2022.
- Miscellaneous revenue estimates are estimates. There is no way to be certain that we will get as much as we estimate. We may get more in some areas.
- The budget we have created is based upon what we know at this time. We feel we have included all necessary expenditures we know at this time and have provided for an emergency as well.
- DLGF has announced our growth quotient for our 2022 budget - 4.300%.

Operating Budget- For your benefit we have provided additional information about some funds to give you an idea of why we budgeted the amount that we did in a given category.

1.1 Salaries and Wages --

- Allows for up to a 3% increase in January. The Board determines salary increases at December board meeting.
- INPRS (formerly PERF) employer contribution rate 11.2% in 2022. This percentage is dictated to us.
- Unemployment rate estimated at 0.5%. (We get firm figures close to year end.)
- Health Insurance rate increase was estimated at 10% upon the advice of our health insurance account manager. We expect to have firm figures later this fall. We budgeted for two additional employee to be on insurance as a contingency, in case someone else decides to pick up this benefit.

2.11 Official Records
Vendor checks; tax forms; receipt books; labor posters

2.12 Stationary and Printing
Envelopes/stationary; business cards; note cards

2.13 Other Office Supplies -
Copy paper; printer cartridges, deposit slips

2.21 Cleaning and Sanitation
Paper products; trash bags

2.23 Other Operating Supplies
fluorescent tubes; outdoor bulbs; ice melt; batteries; etc.

2.31 Building Materials and Supplies
Air filters; ceiling tiles; boiler chemicals; mulch

2.32 Paint and Painting Supplies -
For improvements to our buildings

2.33 Repair Parts
parts for toilet repairs, vacuum, lights

2.41 Library Supplies -
For processing supplies, craft supplies, puppets, summer reading program materials, meeting room supplies laminate, book bags, automation materials, spine labels, book jackets, AV containers, etc. This total serves 5 departments. We do not purchase food and/or prizes from this fund.

2.42 Marketing Supplies

3.13 Legal Services -
Attorney fees-employment law consultation, library policy guidance, contract review

3.14 Other Professional Services

Program Presenter fees, COBRA admin fee, water testing; architect fees

3.145 Databases/Licensing

Email archiving, reference databases, other software licenses

3.146 E-Books

3.147 Apps

3.21 Telephone

3.22 Postage

3.23 Mileage
Courier mileage; staff mileage; air fare for conferences

3.24 Professional Meetings (outside training)— (our library has always been committed to continuing education for staff/Board; State Library requires a certain # of LEU hours for some library staff)

Registration fees, hotel/meal expenses

3.25 Freight/Express—

Book/nonprint shipping

3.26 Network Expenses-

> It is expected that we will be reimbursed for a portion of these costs through federal and state funds. This has been the case for the past several years. If reimbursement disappears we are allowed to pay for these expenses from the Operating and/or Rainy Day fund. We feel we have placed a sufficient amount in operating to cover this contingency. Additionally, we pay for hotspots from this budget line.

3.31 Advertising and Public Notices

Legal ads; help wanted ads

3.33 Marketing/Advertising

Promotional products; booth rental

3.41 Official Bonds

Employee bonds; notary bonds; treasurer bonds

3.42 Other Insurance

Building insurance; D & O liability insurance

3.51 Gas

Based on history

3.52 Electricity

Based on history

3.53 Water

Based on history

3.54 Waste Disposal Service

Sewer + Trash:

3.6 Repairs/Maintenance

3.61 Buildings/Structures - it takes a lot to maintain 3 buildings

	2020	2021	2022
Building Repairs - Plumbing	$10,000	$10,000	$8,000
Exterminators	$500	$500	$600
Boiler inspection	$200	$200	$200
Elevator inspection	$120	$120	$130
Lawn & Tree Treatments	$4,000	$4,000	$4,200
Lawn/landscaping	$9,500	$9,500	$9,000
snow removal	$9,500	$9,500	$9,500
Building repairs- HVAC	$50,000	$50,000	$55,000
Tree Trimming	$3,000	$3,000	$2,770
IDEM drinking water fee	$100	$100	$100
Parking Lot-striping	$4,500	$4,500	$4,500
Locksmith	$500	$500	$500
Building Repairs – Other (carpet cleaning; contractor repairs; sprinkler maintenance, etc.)	$23,609	$24,080	$24,000
Building Repairs - Lighting/Electrical	$1,000	$1,000	$1,500
TOTAL	$116,529	$117,000	$120,000

3.62 Equipment Repairs - aging buildings equals more repairs and we try to keep things in good repair
Copier drums; fire extinguisher inspection/replacement; phone; contingency

3.72 Equipment Rentals
DeMotte PO Box; safety deposit box; W water cooler

3.91 Dues
MCLS ; NICCL membership fee; ILF; W Chamber; D Chamber; R Rotary & Chamber

3.93 Taxes and Assessments

3.94 Transfer to LIRF

3.95 Book Reimbursement

3.96 Petty Cash

3.98 Maintenance and service Contracts –

	2020	2021	2022
			$
Pro Account (Flickr)	$50	$60	$60
Domain Registration – Go Daddy	$60	$60	$60
Public WebBrowser	$125	$125	$125
Sophos web/email/firewall exp 2024	$0	$8,000	$0
Roeing –	$25,000	$25,000	$25,000
Engaged Patrons Events	$229	$529	$229
VMware/vSphere virtual server control exp 2023	$186	$0	$0
Meraki	$0	$0	$2,520
Veeam (back-up maintenance) exp 2023	$1,791	$0	$0
Envisionware (formerly PC Cop)	$992	$992	$922
PrinterOn	$1,485	$1,485	$1,485
ESET Anti Virus	$0	$0	$1,809
Microfilm Maintenance – 2 units	$1,500	$1,500	$1,500
CG Smart Shield	$221	$221	$197
D & S Web Hosting	$480	$480	$480
R/D/W server storage maint.	$	$0	$5,500
D/W server hardware maint.	$	$0	$500
R server host maint.	$	$0	$500
TLC	$39,734	$39,734	$39,000
Tech Logic Self-Check	$1,323	$1,323	$1,332
Hamstra – W HVAC maintenance	$1,300	$1,300	$1,300
Precision Controls – D & R HVAC	$9,500	$9,500	$9,500
Johnson Controls	$2,550	$2,550	$2,550
Elevator (Kone)	$1,880	$1,940	$2,000
Info Express	$1,000	$1,000	$1,025
Direct Deposit/Positive Pay	$500	$500	$700
AVC (financial acctg)	$1,848	$1,941	$1,900
Unique Management	$1,400	$1,400	$1,000
Debit/Credit Fees – Square	$350	$350	$150
Copiers	$8,700	$8,700	$8,700
TOTAL	$102,204	$108,690	$110,044

** Email Archiving and Hotspot were moved out of 3.98 to another line item in 2019

4.3 Improvements

4.4 Equipment $

4.51 Books

4.52 Periodicals & Newspapers

4.53 Non-Print (Online Databases & System Software)

Summary

In addition to the Operating Fund, the Board must also approve a budget for the Rainy Day Fund.

Fund Name	**Budget**
Library Operating Fund	**$2,824,063**
Rainy Day Fund	**$860,657**
Bond & Interest Redemption Fund	**$0**
Capital Projects Fund	**$0**
Library Improvement Reserve Fund	**$0**

A
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Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, August 9, 2021, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

- Minutes of July Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Policy Review (R 10; R 25)
- Resolution to Continue in the Public Library Internet Consortium (R 25)

General Business

2022 Budget (R 15; R 18; R 25)	Action
Indiana Cyber Incident Report Law (R 25)	Information
DeMotte Parking Lot Project (R 26)	Information

Director's Report (R 25-R 28)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **July 15, 2021**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Janelle Harper, Janet Umlauf, Julie Davidson, Patricia Stringfellow, Rayann Gilmore
Absent: Kristie Housman, Natalie Waling, Mark Heinig

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the June Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Public Relations and Public Information Policy review, Public Records Policy revisions, and Patron Tasks and Devices Policy revisions were approved as presented on a motion by J. Davidson, seconded by J. Umlauf. Motion passed.

Oath of Office – Kristie Housman: K. Housman was not present to take her oath of office. We will schedule her to take her oath at the library before the next board meeting so the paperwork can be filed with the County Clerk's office.

JCPL COVID-19 Mitigation Plan Revision: Now that we have moved to Phase 7 of our Phased Re-Opening Plan a significant revision to our Mitigation Plan is warranted. We consulted with our employment law attorney who drafted our original plan and worked with us on subsequent revisions. He agreed that a pared-down version would now suffice. J. Umlauf moved to approve the revised Jasper County Public Library COVID-19 Mitigation Plan, seconded by J. Harper. Motion passed.

DeMotte Parking Lot Project: On June 16, 2021, we received confirmation from the Town of DeMotte that they concur with attorney, Ed Dumas' findings regarding 10th Street being a designated street that extends from Birch Street. In this letter of confirmation Kim Kendrick, Building Commissioner for the Town of DeMotte expressed concern about the entrance/exit off 10th Street being too close to the intersection of 10th & Birch Streets. This information was shared with our architect, Harry Mohler, who explained that he would reach out to Kim about her concerns and then send a formal response to the Town of DeMotte about this expressed concern and to address some questions that Abonmarche, engineers for the Town of DeMotte, had raised. The formal letter was sent of July 1 along with preliminary drawings addressing the concern about the 10th Street entrance/exit. Harry attempted to contact Kim on July 7 to confirm that she had received his correspondence. He learned though email autoreply that she was unavailable July 5-9 so he will follow up after she has returned to the office.

FFCRA Policy: This policy was drafted effective April 1, 2020 through December 21, 2020 in compliance with the Families First Coronavirus Response Act. The federal government did not extend or readopt FFCRA after it expired. We will remove this policy from our manuals because it is no longer applicable.

Director's Report: P. Stringfellow reported the Library received a letter from the Indiana State Library on June 29 stating that "at its June 25th meeting, the Indiana Library & Historical Board (ILHB) found Jasper County Public Library to be in compliance with the Public Library Standards for 2020". We received an email from the State Library on July 1 stating "...a new law passed, effective today (7/1/2021), that requires state agencies and local government entities, including libraries, to report cybersecurity incidents to the Indiana Office of Technology within 2 business days of an incident. Additionally, all libraries are required to designate a point of contact/cyber incident reporter for your organization before September 1, 2021 and each following year." We will work to be compliant by the stated deadline. On March 23, our HVAC technician while completing his normal preventative maintenance and addressing a leak in a VAV unit in the northwest side of the Rensselaer Library ceiling, drew our attention to an electric cable that he felt was problematic. It butted up against a water line and could not be shifted (snug against the waterline with no give). He provided photos and indicated that he felt they all might be similarly installed though he had not checked. He expressed concern about whether the electric cord installation/placement met building code and was safe for electric and water to be bumped up against each other, and that it made his job more difficult to complete maintenance repair on that area. We contacted Hamstra who installed the vents as a part of our roofing project in 2014 and explained this expressed concern and sent pictures of the area in question. We told them we needed to know if we met code and were safe. On April 6 Hamstra responded via email that they did not think there was an issue with the install but they would have their electrician check. They were slow to come out to check and we had to contact them repeatedly about coming onsite. Finally they sent an electrician in June to double check. The electrician indicated that the set up did not meet code and was not safe. The next day the vents were disconnected and the next week Hamstra wired the fans correctly from the underside of the roof and turned them back on. There was no cost to the library for this work. The Board Budget Committee meeting to review the 2022 Budget is scheduled for July 28 at 9am at the Rensselaer Library.

Adjournment: With no further matters for discussion J. Davidson moved to adjourn the meeting at 6:21 PM, seconded by K. Kaluf.

Julie Davidson

Julie Davidson, Secretary

Attest: K. Kaluf, President

CIRCULATION BY HOLDINGS CODE
July 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	23	0	1	24
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	19	9	1	29
Blu-Ray (DBR)	123	2	2	127
Books on CD (DBKCD)	53	8	5	66
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	22	0	0	22
Digital Audiobooks (DDA)	25	1	2	28
DVD (DDVD)	931	42	56	1029
Equipment (DEQP)	26	0	0	26
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	374	21	13	408
Fiction Fantasy (DFICF)	1	0	1	2
Fiction Inspirational (DFICI)	86	6	1	93
Fiction Mystery (DFICM)	91	11	1	103
Fiction New (DFICNEW)	423	18	25	466
Fiction Science Fiction (DFICSF)	8	0	1	9
Fiction Western (DFICW)	9	0	0	9
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	46	1	2	49
Hanging Bags (DHANG)	16	0	1	17
Hotspots (DWIFI)	10	21	1	32
ILL (DILL)	14	1	0	15
Internet (DINTER)	313	0	0	313
Juv. Audio book (DJAUDB)	43	1	0	44
Juv. Biography (DJBIO)	26	1	3	30
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	19	0	0	19
Juv. Digital Device (DJDDP)	21	0	0	21
Juvenile Easy (DJE)	691	13	74	778
Juv. Easy Non-fiction (DJENF)	51	0	8	59
Juv. Easy Reader (DJER)	329	4	9	342
Juv. Easy Reader NF (DJERN)	7	0	1	8
Juv. Fiction (DJFIC)	687	32	38	757
Juv. Graphic Novel (DJGN)	128	6	3	137
Juv. Holiday books (DJHOL)	17	1	0	18
Juv. Launchpads (DPTAB)	7			7
Juv. Magazine (DJMAG)	22	1	1	24
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	306	19	16	341
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	192	2	6	200
Large Print Fiction (DLPF)	93	10	22	125
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	79	2	4	85
Large Print Nonfic (DLPNF)	2	1	0	3
Large Print Western (DLPW)	7	0	6	13
Magazine (DMAG)	266	1	0	267
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	5	0	0	5
Nonfiction 100 (DNF100)	21	2	1	24
Nonfiction 200 (DNF200)	12	1	2	15
Nonfiction 300 (DNF300)	14	4	1	19
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	10	1	1	12
Nonfiction 600 (DNF600)	96	10	14	120
Nonfiction 700 (DNF700)	27	1	15	43
Nonfiction 800 (DNF800)	5	2	1	8
Nonfiction 900 (DNF900)	20	0	0	20
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	15	2	2	19
Nonfiction (DNFIC)	2	2	0	4
Nonfiction New (DNFNEW)	113	10	14	137
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	2	1	0	3
Reference (DREF)	1	1	0	2
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	5	0	0	5
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	3	78	0	81
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	17	0	0	17
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	2	1	0	3
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	124	5	9	138
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	21	1	2	24
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)				0
Storage (DZSTO)	1	0	0	1

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	9	2	14
Blu-Ray (RBR)	9	214	4	227
Books on CD (RBKCD)	7	65	2	74
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	2	62	1	65
Digital Audiobooks (RDA)	1	19	0	20
DVD (RDVD)	92	1180	43	1315
Equipment (REQP)	0	6	4	10
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	30	419	14	463
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	31	310	23	364
Genealogy (RGENE)	0	1	0	1
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	14	30	0	44
Hanging Bag (RHANG)	2	22	0	24
Hotspots (RWIFI)	0	36	3	39
ILL (RILL)	0	22	0	22
Internet (RINTER)	0	391	0	391
Juv. Audio book (RJAUDB)	1	20	3	24
Juv. Biography (RJBIO)	1	6	1	8
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	23	0	23
Juv. Digital Device (RJDDP)	0	2	0	2
Juvenile Easy (RJE)	20	341	7	368
Juv. Easy Non-fiction (RJENF)	0	95	1	96
Juv. Easy Reader (RJER)	9	198	7	214
Juv. Easy Reader NF (RJERN)	1	17	0	18
Juv. Fiction (RJFIC)	52	210	14	276
Juv. Graphic Novel (RJGN)	8	83	7	98
Juv. Launchpads (RPTAB)	3	3		6
Juv. Magazine (RJMAG)	0	1	0	1
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	18	92	6	116
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	105	7	112
Large Print Fiction (RLPF)	6	125	2	133
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	2	126	6	134
Large Print Nonfic (RLPNF)	1	3	0	4
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	3	114	0	117
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	2	1	0	3
Non-Fiction 100 (RNF100)	0	5	0	5

Non-Fiction 200 (RNF200)	4	9	2	15
Non-Fiction 300 (RNF300)	4	30	1	35
Non-Fiction 400 (RNF400)	0	1	0	1
Non-Fiction 500 (RNF500)	3	6	1	10
Non-Fiction 600 (RNF600)	16	90	21	127
Non-Fiction 700 (RNF700)	7	29	8	44
Non-Fiction 800 (RNF800)	1	1	1	3
Non-Fiction 900 (RNF900)	4	19	1	24
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	0	46	2	48
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	22	103	12	137
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	1	6	0	7
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	1	1	0	2
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	47	4	5	56
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	3	0	29	32
STEAM Kits (RSTEAM)	0	0	0	0
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	0	0	0
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	4	84	6	94
YA Music CD (RYACD)	0	6	0	6
YA Nonfiction (RYANF)	0	1	0	1
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)				0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	1	7	8
Blu-Ray (WBR)	3	2	96	101
Books on CD (WBKCD)	11	14	47	72
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	1	0	73	74
Digital Audiobooks (WDA)	2	8	5	15
DVD (WDVD)	34	17	835	886
Equipment (WEQP)	0	0	2	2
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	23	19	159	201
Fiction Fantasy (WFICF)	0	0	10	10
Fiction Inspirational (WFICI)	12	1	61	74
Fiction Mystery (WFICM)	6	6	32	44

Fiction New (WFICNEW)	43	10	135	188
Fiction Science Fiction (WFICSF)	0	1	1	2
Fiction Western (WFICW)	0	0	2	2
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	18	2	33	53
Hanging Bags (WHANG)	0	1	34	35
Hotspots (WWIFI)	1	12	27	40
ILL (WILL)	0	0	17	17
Internet (WINTER)	0	0	107	107
Juv. Audio book (WJAUDB)	0	0	16	16
Juv. Biography (WJBIO)	0	0	10	10
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	2	1	13	16
Juv. Digital Device (WJDDP)	0	0	3	3
Juvenile Easy (WJE)	16	9	324	349
Juv. Easy Non-fiction (WJENF)	1	1	69	71
Juv. Easy Reader (WJER)	9	3	237	249
Juv. Easy Reader NF (WJERN)	0	0	6	6
Juv. Fiction (WJFIC)	62	22	343	427
Juv. Graphic Novel (WJGN)	9	0	75	84
Juv. Launchpads (WPTAB)	2		2	4
Juv. Magazine (WJMAG)	1	0	17	18
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	17	5	158	180
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	4	0	167	171
Large Print Fiction (WLPF)	14	4	81	99
Large Print Inspirational (WLPI)	2	0	11	13
Large Print Mystery (WLPM)	0	0	3	3
Large Print New (WLPN)	10	3	86	99
Large Print Nonfic (WLPNF)	1	2	7	10
Large Print Western (WLPW)	0	0	1	1
Magazine (WMAG)	4	0	108	112
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	2	0	8	10
Non-Fiction 200 (WNF200)	2	0	2	4
Non-Fiction 300 (WNF300)	2	0	17	19
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	0	0	5	5
Non-Fiction 600 (WNF600)	9	3	73	85
Non-Fiction 700 (WNF700)	6	1	13	20
Non-Fiction 800 (WNF800)	0	1	1	2
Non-Fiction 900 (WNF900)	3	0	16	19
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	2	27	29
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	7	2	40	49
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	14	14
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	1	1
Vertical file (WVF)	0	0	5	5
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	20	14	125	159
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	3	3
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)				0
Storage (WZSTO)	0	0	0	0
TOTAL	6919	5319	4387	16625

CIRCULATION BY HOLDINGS CODE
July 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	23	0	1	24
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	22	19	10	51
Blu-Ray (BR)	135	219	102	456
Books on CD (BKCD)	71	87	54	212
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	25	62	74	161
Digital Audiobooks (DA)	28	28	7	63
DVD (DVD)	1057	1239	934	3230
Equipment (EQP)	26	6	6	38
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	427	459	186	1072
Fiction Fantasy (FICF)	1	0	11	12
Fiction Inspirational (FICI)	98	7	62	167
Fiction Mystery (FICM)	97	17	33	147
Fiction New (FICNEW)	497	338	183	1018
Fiction Science Fiction (FICSF)	8	1	2	11
Fiction Western (FICW)	9	0	2	11

Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	78	33	35	146
Hanging Bags (HANG)	18	23	35	76
Hotspots (WIFI)	11	69	31	111
ILL (ILL)	14	23	17	54
Internet (INTR)	313	391	107	811
Juv. Audio book (JAUDB)	44	21	19	84
Juv. Biography (JBIO)	27	7	14	48
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	21	24	13	58
Juv. Digital Device (JDDP)	21	2	3	26
Juvenile Easy (JE)	727	363	405	1495
Juv. Easy Non-Fiction (JENF)	52	**96**	78	226
Juv. Easy Reader (JER)	347	205	253	805
Juv. Easy Reader NF (JERN)	8	17	7	32
Juv. Fiction (JFIC)	801	264	395	1460
Juv. Graphic Novel (JGN)	145	89	84	318
Juv. Holiday (JHOL)	17	1	0	18
Juv. Launchpads (PTAB)	12	3	2	17
Juv. Magazine (JMAG)	23	2	18	43
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	341	116	180	637
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	196	107	180	483
Large Print Fiction (LPF)	113	139	105	357
Large Print Inspirational (LPI)	2	0	11	13
Large Print Mystery (LPM)	0	0	3	3
Large Print New (LPN)	91	131	96	318
Large Print Nonfic (LPNF)	4	6	7	17
Large Print Western (LPW)	7	0	7	14
Magazine (MAG)	273	115	108	496
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	7	1	1	9
Non-Fiction 100 (NF100)	23	7	9	39
Non-Fiction 200 (NF200)	18	10	6	34
Non-Fiction 300 (NF300)	20	34	19	73
Non-Fiction 400 (NF400)	1	1	0	2
Non-Fiction 500 (NF500)	13	7	7	27
Non-Fiction 600 (NF600)	121	103	108	332
Non-Fiction 700 (NF700)	40	31	36	107
Non-Fiction 800 (NF800)	6	4	3	13
Non-Fiction 900 (NF900)	27	19	17	63
Non-Fiction Blu-Ray (NFBR)	0	1	0	1
Non-Fiction DVD (NFDVD)	15	50	31	96
Nonfiction (NFIC)	2	2	0	4
Nonfiction New (NFNEW)	142	115	66	323
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	1	0	1

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	3	7	14	24
Reference (REF)	36	28	31	95
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	6	1	2	9
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	47	4	5	56
SRCS (From other libraries III-SRC	3	78	0	81
SRCS (SRCSW) Wheatfield	3	0	29	32
STEAM Kits (STEAM)	17	0	1	18
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	2	1	1	4
YA Biography (YAB)	2	0	1	3
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	148	103	140	391
YA Music CD (YACD)	0	6	0	6
YA Nonfiction (YANF)	21	2	5	28
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	1	0	0	1
				0
Free reads	150	45	69	264
Games/Puzzles	15	0	4	19
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7119	5392	4486	16997

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1501	1137	770	3408
Nonfiction	502	414	339	1255
CHILDREN'S BOOKS				
Fiction	2247	1045	1325	4617
Nonfiction	437	220	272	929
YA BOOKS				
Fiction	226	136	175	537
Nonfiction	23	2	6	31
Preloaded Dig Dev, Child	12	3	2	17
Magazines, Adult	273	115	108	496
Magazines, Children	23	2	18	43
Sound Recordings, adult	126	178	137	441
Sound Recordings, ch	83	74	67	224
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	53	82	34	169
STEAM Kits	17	0	1	18

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1210	1516	1081	3807
Equipment	37	75	37	149
Total	6770	4999	4372	16141
A-V Circulation	1419	1768	1285	4472
A-V Circulation as % of total	21.0%	35.4%	29.4%	27.7%

CIRCULATION STATISTICS

July 2021

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	79	1	**1,501**	83	20	**1,137**	62	55	**770**	**3,408**
Nonfiction	38	2	**502**	38	247	**414**	25	1	**339**	**1,255**
CHILDREN'S BKS										
Fiction	42	1	**2,247**	61	4	**1,045**	62	1	**1,325**	**4,617**
Nonfiction	22	0	**437**	19	0	**220**	16	0	**272**	**929**
YA BOOKS										
Fiction	16	0	**226**	9	0	**136**	21	0	**175**	**537**
Nonfiction	2	0	**23**	0	0	**2**	0	0	**6**	**31**
Preloaded Dig Dev	0	0	**12**	0	0	**3**	0	0	**2**	**17**
Magazines,Adult	0	0	**273**	0	0	**115**	0	0	**108**	**496**
Magazines, Child	0	0	**23**	0	0	**2**	0	0	**18**	**43**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	12	0	**126**	5	2	**178**	19	0	**137**	**441**
Sound Rec/Child	5	0	**83**	0	0	**74**	5	0	**67**	**224**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	14	**0**	0	0	**0**	**0**
SRCS	0	0	**53**	0	0	**82**	0	0	**34**	**169**
STEAM Kits	0	0	**17**	0	0	**0**	0	0	**1**	**18**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	43	1	**1,210**	65	6	**1,516**	33	2	**1,081**	**3,807**
Equipment	0	0	**37**	0	0	**75**	0	0	**37**	**149**
TOTAL	259	5	**6,770**	280	293	**4,999**	243	59	**4,372**	**16,141**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,854	77,226	61,273
Circulation Increase/Decrease			

MONTHLY SYSTEM STATISTICS	2020	2021	% change
Current month's Circulation	0	16,141	#DIV/0!
Jan. to date circulation	57,401	110,906	93.2%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXX	
						ADULT BOOKS
24,532	24,610	16,500	16,563	16,859	16,866	**Fiction**
19,679	19,715	19,279	19,070	8,179	8,203	**Nonfiction**
						CHILDREN'S BKS
15,795	15,836	14,352	14,409	13,350	13,411	**Fiction**
9,383	9,405	6,332	6,351	6,632	6,648	**Nonfiction**
						YA BOOKS
2,345	2,361	3,350	3,359	3,491	3,512	**Fiction**
644	646	368	368	77	77	**Nonfiction**
5	5	4	4	10	10	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,841	3,853	754	757	4,756	4,775	**Sound Rec/Adult**
650	655	4,164	4,164	830	835	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-46	-60	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,457	7,499	11,389	11,448	6,806	6,837	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
84,600	84,854	77,239	77,226	61,089	61,273	**TOTAL**
XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

July 2021

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	252	55	261	57	344	75	857	186
LOCAL HISTORY								
In person	5	1	9	3	0	0	14	4
Letters written	6	6	12	12	0	0	18	18
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	313	13	391	16	107	4	811	34
Internet use-Wireless	341		527		217		1085	
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	29	4	0	0	29	4
Public FAX24	38		37		33		108	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	30	10	4	1	34	11
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	4		4		0		8	
Outreach activities	19	19	0	0	0	0	19	13
Meeting Room Use (no. of group	22	7	22	7	17	6	61	20
Study room use	29	2	26	2	36	3	91	8
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	2	0	2	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2376	
IN-HOUSE USE ITEMS	302		75		73		450	
SELF-CHECKOUT USE	67		145		84		296	
INTERLIBRARY LOANS								
Requests made for:	37	9	24	6	30	8	91	23
Items rec'd for:	36	18	28	14	31	16	95	48
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6272	10523	3948	20743
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	209	414	93	716
Number of New Patrons Added	34	15	17	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	6	36	3	18	3	18	12	72
Number attending	73		46		107		226	
YA Programs (14-17)	2	12	2	12	3	18	7	42
Number attending	15		23		36		74	
Adult Programs	4	24	1	6	1	6	6	36
Number attending	79		45		29		153	
Senior Citizen Programs	7	42	2	12	2	12	11	66
Number attending	22		9		19		50	
Total Number of Programs	**19**	114	**8**	48	**9**	54	**36**	216
Total Persons Attending	**189**		**123**		**191**		**503**	
Total Attending Same Month Last Yr.	0		0		0		0	
Total Staff Hours Spent		245		179		166	590	583
Total Number of In-House Program	**14**		**8**		**8**		**30**	
Total Attendance	**179**		**123**		**132**		**434**	
Total Number of Outreach Program	**5**		**0**		**1**		**6**	
Total Attendance	**10**		**0**		**59**		**69**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4712	69.6%	3585	72.1%	2898	66.6%	11195	69.5%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	71	1.0%	40	0.8%	73	1.7%	184	1.1%
Juvenile-AV	701	10.4%	269	5.4%	692	15.9%	1662	10.3%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	64	0.9%	162	3.3%	67	1.5%	293	1.8%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	0	0.0%	34	0.7%	0	0.0%	34	0.2%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	4	0.1%	0	0.0%	4	0.0%
School	0	0.0%	24	0.5%	0	0.0%	24	0.1%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	103	2.1%	0	0.0%	103	0.6%
Staff	869	12.8%	621	12.5%	450	10.3%	1940	12.1%
Walking books	28	0.4%	11	0.2%	0	0.0%	39	0.2%
YA 12-17	26	0.4%	22	0.4%	24	0.6%	72	3.4%
YA-AV	300	4.4%	98	2.0%	149	3.4%	547	3.4%
Total	6771		4973		4353		16097	
All items borrowed by nonresidents	64	0.9%	224	4.5%	67	1.5%	355	2.2%

R7

Salary Ordinance 2021
Updated 8/9/21

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Virginia Salyer	Page	$7.25	7/26/21	10	D
Stone Ruffalo	Page	$7.25	8/2/21	9	W
Isabella Wilson	Page	$7.25	8/9/21	10	R
Richard Knopf	Maintenance	$13.67	8/10/21	12	D
Jenna Skinner	Clerk		8/10/21	17.5	R
Beth Hopkins	Clerk		8/10/21	12	R

We have hired Virginia Salyer as Page at DeMotte, replacing Payton Caldwell who was promoted to Clerk at Wheatfield.

We have hired Stone Ruffalo as Page at Wheatfield, replacing Alia Dresher who no longer works for the library.

We have hired Isabella Wilson as Page at Rensselaer, replacing Jenna Skinner who was promoted to Clerk.

We have hired Richard Knopf as Maintenance at DeMotte, replacing Saul Hernandez who no longer works for the library.

Jenna Skinner and Beth Hopkins both Clerks at Rensselaer are switching positions/hours on 8/10/21. Jenna will be the 17.5 hours per week Clerk and Beth will be the 12 hours per week Clerk. Salaries remain the same.

We have examined and approved the changes to the 2021 Jasper County Public Library Salary Ordinance. Dated 8/9/21.

Natalie A. Waling

Janell L Harper

Julie Davidson

Janet Umlauf

R 10

ART EXHIBIT AND DISPLAY CASE USE POLICY

The Jasper County Public Library provides limited space for display of original works of art and crafts as well as display of private collections. Such exhibits are encouraged as a cultural expression of local community activity.

The use of the Library facilities for exhibits or displays is not a right but a privilege which is subject to review by an Exhibit Committee. This committee of library staff persons must approve any art work or collection before it can be displayed and will determine the most appropriate location for the exhibit.

Persons wishing to exhibit their work must sign an Exhibit and/or Display Case Agreement.

Collection displays or art exhibits may be shown at the library for *no more than 60 day periods of time.* An individual or group may not reserve exhibit space more than 2 times in a calendar year. The Library reserves the right to change, reschedule or cancel exhibits when necessary.

No prices, sale notices or advertising other than the artist's ~~name, address and phone number~~ contact information may be affixed to artistic pieces.

The Library is not responsible for loss or damage incurred while the exhibited items are in the library. All items placed in the Library are placed there at the owner's risk.

8/94; revised 8/07; revised 8/21

R15

		2018 Disbursed	2019 Disbursed	2020 Budget	2020 Disbursed full year	2021 Budget	2021 Disbursed 6/30/2021	2022 Proposed Budget	% of Total 2021 Budget
	PERSONAL SERVICES								
1.1	**Salaries and wages**								
.11	Salary of librarian	$74,880	$77,158	$79,560	$79,464	$81,162	$40,514	$83,595	
.12	Salary of Assistants	$1,118,184	$1,136,584	$1,188,452	$1,182,129	$1,205,452	$585,044	$1,227,154	
.13	Wages of Janitor	$88,628	$88,434	$96,652	$91,767	$98,306	$43,423	$100,212	
1.2	**Employee benefits**								
.21	Employer: FICA	$94,897	$96,932	$104,397	$100,901	$105,946	$49,786	$107,939	
.22	Unemployment Comp	$2,677	$2,411	$2,504	$2,649	$2,464	$1,459	$2,462	
.23	Employer: PERF	$114,073	$116,936	$121,729	$122,308	$124,140	$60,746	$126,700	
.24	Employer: Group Insur.	$140,013	$130,568	$161,376	$135,641	$167,607	$70,727	$173,581	
1.3	**Other personal services**								
.31	Other personal services								
	Total Personal Services	$1,633,351	$1,649,024	$1,754,670	$1,714,857	$1,785,077	$851,699	$1,821,643	64.5%
	SUPPLIES								
2.1	**Office supplies**								
.11	Official records	$401	$95	$500	$336	$500	$46	$500	
.12	Stationery/printing	$0	$0	$1,000	$0	$500	$0	$500	
13	Other office supplies	$6,886	$6,324	$8,000	$4,660	$7,000	$2,840	$7,000	
2.2	**Operating supplies**								
21	Cleaning/sanitation	$6,551	$5,974	$6,500	$5,560	$7,000	$4,029	$8,000	
22	Fuel/oil/lubricants	$0	$0	$0	$0	$0	$0	$0	
23	Other operating supplies	$4,252	$4,324	$6,000	$3,488	$5,500	$1,978	$5,500	
2.3	**Repair/maintenance supplies**								
31	Building materials	$1,070	$791	$2,000	$123	$1,500	$5	$1,500	
32	Painting supplies	$304	$233	$400	$58	$400	$69	$400	
33	Repair parts	$637	$521	$1,000	$202	$750	$209	$750	
2.4	**Other supplies**								
41	Library supplies	$16,134	$16,148	$16,200	$5,952	$16,500	$3,979	$15,500	
42	Marketing supplies	$100	$100	$100	$0	$100	$0	$100	
	Total Supplies	$36,335	$34,510	$41,700	$20,378	$39,750	$13,154	$39,750	1.4%

		2018 Disbursed	2019 Disbursed	2020 Budget	2020 Disbursed full year	2021 Budget	2021 Disbursed 6/30/2021	2022 Proposed Budget	% of Total 2018 budget
3	**OTHER SERVICES/CHARGES**								
3.1	**Professional services**								
.11	Consulting services	$0	$0	$0	$0	$0	$0	$0	
.12	Engineer/Arch Services	$0	$0	$0	$0	$0	$0	$0	
.13	Legal services	$3,830	$4,261	$5,000	$7,480	$5,000	$3,630	$6,000	
.14	Other profess. services	$4,793	$3,804	$6,700	$3,100	$6,400	$1,694	$5,400	
.145	Databases/Licensing Serv	$18,896	$18,347	$19,000	$18,517	$19,000	$7,384	$30,100	
.146	E-Books Services	$24,500	$25,065	$31,500	$15,000	$31,500	$13,500	$31,500	
.147	Apps	$0	$3	$100	$0	$100	$0	$100	
3.2	**Communication/Transportation**								
.21	Telephone	$9,023	$12,736	$10,500	$13,332	$13,000	$6,474	$14,000	
.22	Postage	$1,501	$2,361	$2,000	$1,113	$2,000	$242	$2,000	
.23	Traveling expenses	$18,449	$19,585	$20,000	$9,103	$20,000	$4,636	$20,000	
.24	Professional mtgs	$10,913	$7,372	$11,000	$2,077	$9,000	$133	$9,000	
.25	Freight/Express	$1,770	$1,706	$1,800	$842	$1,800	$397	$1,800	
.26	Network expenses	$13,713	$12,860	$85,320	$13,514	$85,320	$6,958	$84,956	
3.3	**Printing/Advertising**								
31	Adv/Public. of notices	$316	$807	$800	$295	$800	$248	$800	
32	Printing (not offc. supply)	$0	$0	$0	$0	$0	$0	$0	
33	Marketing advertising	$1,962	$2,351	$3,500	$0	$3,500	$1,191	$3,500	
3.4	**Insurance**								
41	Official bonds	$212	$300	$500	$300	$500	$300	$500	
42	Other insurance	$27,713	$26,471	$27,000	$30,776	$27,500	$14,918	$29,000	
3.5	**Utility services**								
51	Gas	$15,000	$17,432	$25,000	$12,505	$25,000	$8,043	$25,000	
52	Electricity	$97,823	$91,535	$110,000	$86,681	$110,000	$42,613	$130,000	
53	Water	$3,097	$3,152	$4,000	$2,726	$3,500	$2,280	$3,500	
54	Waste disposal service	$7,696	$7,272	$8,000	$6,409	$8,000	$3,526	$8,000	
3.6	**Repairs/maintenance**								
61	Bldgs/Structures	$51,876	$60,448	$116,529	$59,793	$117,000	$26,885	$120,000	
62	Equipment	$199	$291	$1,000	$844	$500	$0	$500	

		2018 Disbursed	2019 Disbursed	2020 Budget	2020 Disbursed full year	2021 Budget	2021 Disbursed 6/30/2021	2022 Proposed Budget	% of Total 2018
3.7	**Rentals**								
.71	Real estate	$0	$0	$0	$0	$0	$0	$0	
.72	Equipment	$290	$298	$300	$302	$300	$229	$350	
.91	Dues	$614	$2,552	$2,600	$2,042	$2,600	$1,631	$2,600	
.92	Interest on loans	$0	$0	$0	$0	$0	$0	$0	
.93	Taxes/Assessments	$2,495	$336	$400	$2,098	$2,100	$418	$1,200	
.94	Transfer to LIRF	$0	$0	$0	$0	$0	$0	$50,000	
.95	Book reimbursement	$30	$34	$200	$78	$200	$0	$200	
96	Petty cash	$0	$0	$120	$0	$120	$0	$120	
97	Interview/moving expens	$0	$0	$0	$0	$0	$0	$0	
98	Maintenance/service con	$120,117	$105,455	$102,204	$87,815	$108,690	$43,091	$110,044	
	Total Other Services/Charg	$436,826	$426,835	$595,073	$376,739	$603,430	$190,421	$690,170	24.4%
4	**CAPITAL OUTLAYS**								
1	Land	$0	$0	$0	$0	$0	$0	$0	
2	Buildings	$0	$0	$0	$0	$0	$0	$0	
3	Improvements	$0	$0	$0	$0	$0	$0	$0	
4	Furniture/equipment	$43,304	$39,879	$41,600	$1,581	$42,000	$590	$40,000	
5	Other capital outlays	$0	$0	$0	$0	$0	$0	$0	
51	Books	$140,475	$112,543	$150,000	$68,026	$150,000	$35,169	$150,000	
52	Periodicals,newspapers	$21,650	$16,154	$16,600	$17,307	$16,500	$7,468	$16,500	
53	Nonprint materials	$57,267	$61,244	$63,900	$28,670	$64,000	$15,279	$66,000	
	Total Capital Outlays	$262,696	$229,820	$272,100	$115,585	$272,500	$58,506	$272,500	9.6%
	FUND TOTAL	$2,369,209	$2,340,188	$2,663,543	$2,227,560	$2,700,757	$1,113,780	$2,824,063	

R18

Operating Fund Appropriations
2022 Proposed Budget

Things to remember-

- We will not know until the end of the year how much operating balance we will actually have to begin 2022.
- Miscellaneous revenue estimates are estimates. There is no way to be certain that we will get as much as we estimate. We may get more in some areas.
- The budget we have created is based upon what we know at this time. We feel we have included all necessary expenditures we know at this time and have provided for an emergency as well.
- DLGF has announced our growth quotient for our 2022 budget - 4.300%.

Operating Budget- For your benefit we have provided additional information about some funds to give you an idea of why we budgeted the amount that we did in a given category.

1.1 Salaries and Wages --

- Allows for up to a 3% increase in January. The Board determines salary increases at December board meeting.
- INPRS (formerly PERF) employer contribution rate 11.2% in 2022. This percentage is dictated to us.
- Unemployment rate estimated at 0.5%. (We get firm figures close to year end.)
- Health Insurance rate increase was estimated at 10% upon the advice of our health insurance account manager. We expect to have firm figures later this fall. We budgeted for two additional employee to be on insurance as a contingency, in case someone else decides to pick up this benefit.

2.11 Official Records

Vendor checks; tax forms; receipt books; labor posters

2.12 Stationary and Printing

Envelopes/stationary; business cards; note cards

2.13 Other Office Supplies -

Copy paper; printer cartridges, deposit slips

2.21 Cleaning and Sanitation

Paper products; trash bags

2.23 Other Operating Supplies
fluorescent tubes; outdoor bulbs; ice melt; batteries; etc.

2.31 Building Materials and Supplies
Air filters; ceiling tiles; boiler chemicals; mulch

2.32 Paint and Painting Supplies -
For improvements to our buildings

2.33 Repair Parts
parts for toilet repairs, vacuum, lights

2.41 Library Supplies -
For processing supplies, craft supplies, puppets, summer reading program materials, meeting room supplies laminate, book bags, automation materials, spine labels, book jackets, AV containers, etc. This total serves 5 departments. We do not purchase food and/or prizes from this fund.

2.42 Marketing Supplies

3.13 Legal Services -
Attorney fees-employment law consultation, library policy guidance, contract review

3.14 Other Professional Services

Program Presenter fees, COBRA admin fee, water testing; architect fees

3.145 Databases/Licensing

Email archiving, reference databases, other software licenses

3.146 E-Books

3.147 Apps

3.21 Telephone

3.22 Postage

3.23 Mileage
Courier mileage; staff mileage; air fare for conferences

3.24 Professional Meetings (outside training)– (our library has always been committed to continuing education for staff/Board; State Library requires a certain # of LEU hours for some library staff)

Registration fees, hotel/meal expenses

3.25 Freight/Express—
Book/nonprint shipping

3.26 Network Expenses-

> It is expected that we will be reimbursed for a portion of these costs through federal and state funds. This has been the case for the past several years. If reimbursement disappears we are allowed to pay for these expenses from the Operating and/or Rainy Day fund. We feel we have placed a sufficient amount in operating to cover this contingency. Additionally, we pay for hotspots from this budget line.

3.31 Advertising and Public Notices
Legal ads; help wanted ads

3.33 Marketing/Advertising
Promotional products; booth rental

3.41 Official Bonds
Employee bonds; notary bonds; treasurer bonds

3.42 Other Insurance
Building insurance; D & O liability insurance

3.51 Gas
Based on history

3.52 Electricity
Based on history

3.53 Water
Based on history

3.54 Waste Disposal Service
Sewer + Trash:

3.6 Repairs/Maintenance

3.61 Buildings/Structures - it takes a lot to maintain 3 buildings

	2020	2021	2022
Building Repairs - Plumbing	$10,000	$10,000	$8,000
Exterminators	$500	$500	$600
Boiler inspection	$200	$200	$200
Elevator inspection	$120	$120	$130
Lawn & Tree Treatments	$4,000	$4,000	$4,200
Lawn/landscaping	$9,500	$9,500	$9,000
snow removal	$9,500	$9,500	$9,500
Building repairs- HVAC	$50,000	$50,000	$55,000
Tree Trimming	$3,000	$3,000	$2,770
IDEM drinking water fee	$100	$100	$100
Parking Lot-striping	$4,500	$4,500	$4,500
Locksmith	$500	$500	$500
Building Repairs – Other (carpet cleaning; contractor repairs; sprinkler maintenance, etc.)	$23,609	$24,080	$24,000
Building Repairs - Lighting/Electrical	$1,000	$1,000	$1,500
TOTAL	$116,529	$117,000	$120,000

3.62 Equipment Repairs - aging buildings equals more repairs and we try to keep things in good repair

Copier drums; fire extinguisher inspection/replacement; phone; contingency

3.72 Equipment Rentals

DeMotte PO Box; safety deposit box; W water cooler

3.91 Dues

MCLS ; NICCL membership fee; ILF; W Chamber; D Chamber; R Rotary & Chamber

3.93 Taxes and Assessments

3.94 Transfer to LIRF

3.95 Book Reimbursement

3.96 Petty Cash

3.98 Maintenance and service Contracts –

	2020	2021	2022
			$
Pro Account (Flickr)	$50	$60	$60
Domain Registration – Go Daddy	$60	$60	$60
Public WebBrowser	$125	$125	$125
Sophos web/email/firewall exp 2024	$0	$8,000	$0
Roeing –	$25,000	$25,000	$25,000
Engaged Patrons Events	$229	$529	$229
VMware/vSphere virtual server control exp 2023	$186	$0	$0
Meraki	$0	$0	$2,520
Veeam (back-up maintenance) exp 2023	$1,791	$0	$0
Envisionware (formerly PC Cop)	$992	$992	$922
PrinterOn	$1,485	$1,485	$1,485
ESET Anti Virus	$0	$0	$1,809
Microfilm Maintenance – 2 units	$1,500	$1,500	$1,500
CG Smart Shield	$221	$221	$197
D & S Web Hosting	$480	$480	$480
R/D/W server storage maint.	$	$0	$5,500
D/W server hardware maint.	$	$0	$500
R server host maint.	$	$0	$500
TLC	$39,734	$39,734	$39,000
Tech Logic Self-Check	$1,323	$1,323	$1,332
Hamstra – W HVAC maintenance	$1,300	$1,300	$1,300
Precision Controls – D & R HVAC	$9,500	$9,500	$9,500
Johnson Controls	$2,550	$2,550	$2,550
Elevator (Kone)	$1,880	$1,940	$2,000
Info Express	$1,000	$1,000	$1,025
Direct Deposit/Positive Pay	$500	$500	$700
AVC (financial acctg)	$1,848	$1,941	$1,900
Unique Management	$1,400	$1,400	$1,000
Debit/Credit Fees – Square	$350	$350	$150
Copiers	$8,700	$8,700	$8,700
TOTAL	$102,204	$108,690	$110,044

** Email Archiving and Hotspot were moved out of 3.98 to another line item in 2019

4.3 Improvements

4.4 Equipment $

4.51 Books

4.52 Periodicals & Newspapers

4.53 Non-Print (Online Databases & System Software)

Summary

In addition to the Operating Fund, the Board must also approve a budget for the Rainy Day Fund.

Fund Name	Budget
Library Operating Fund	**$2,824,063**
Rainy Day Fund	**$860,657**
Bond & Interest Redemption Fund	**$0**
Capital Projects Fund	**$0**
Library Improvement Reserve Fund	**$0**

Director's Report
July 2021

Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

Policies for Review: There are three policies up for review in August: Art Exhibit and Display Case Use Policy, Bulletin Board Policy, and Photography, Videotaping and Other Recording Devices Policy. We recommend a minor revision to the Art Exhibit and Display Case Use Policy. Please see R 10. One of our staff members who works directly with art exhibitors suggested that using the term contact information rather than listing name/address/phone would work better. We are not recommending any revisions to the Bulletin Board Policy or the Photography, Videotaping and Other Recording Devices Policy. **If you approve the Consent Agenda, you will approve the revisions to the Art Exhibit and Display Case Use Policy as presented.**

Resolution to Continue in the Public Library Internet Consortium: In 2005 you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium**. We are required to conduct this business annually. As a member of the Public Library Internet Consortium, we receive the e-rate discount portion of the consortium internet cost. **If you approve the Consent Agenda, you will approve continuing as a member of the Public Library Internet Consortium.**

General Business:

2022 Budget: A budget overview has been provided in your packet. Please see R 15 and R 18. The Budget Committee consisting of Mark Heinig (Chair), Janet Umlauf, and Julie Davidson met with the Director and Business Manager to review the 2022 Budget on July 28 at 9am. Director and Business Manager met with our DLGF Field Rep virtually on July 29 at 1:30pm (this date and time are assigned to us). At our August meeting the Budget Committee will make their recommendations to the Board, and **the board will need to approve to advertise the budget**. We are no longer required to send a copy of our budget to the County Council for a non-binding review.

Indiana Cyber Incident Report Law: A new law passed, effective July 1, 2021, that requires state agencies and local government entities, including libraries, to report cybersecurity incidents to the Indiana Office of Technology within 2 business days of an incident. Information about the new law and a link to the new reporting hub has been posted here: https://www.in.gov/cybersecurity/in-isac/cyber-incident-reporting-law/. Additionally, all libraries are required to designate a point of contact/cyber incident reporter for our organization before September 1, 2021, and each following year. We have registered our Systems Administrator, Sheila, and me as primary contacts for reporting a cybersecurity incident. I have added this requirement to our Board/Admin Monthly Task List so that we remember to do this each year as required.

DeMotte Parking Lot Project: On July 20 we did receive an email from Kim Kendrick, DeMotte Building Commissioner, that included Abonmarche's response to Harry's July 1, 2021 letter. Kim indicated that we will need to schedule a Technical Advisory Committee (TAC) meeting before approval is given, and that the fee for the TAC meeting is $750 which must be paid before the meeting. You are approving that claim at our August board meeting so the check will be ready when the meeting is scheduled. Currently Harry is working on a response to Abonmarche's last concern that has to do with the detention facility. All other concerns have been marked as addressed. This is a slow process, but we continue to make progress.

Director's Report:

On July 8 I received the following announcement from State Librarian, Jake Speer: "The Indiana State Library is pleased to announce that it has received funds as part of the American Rescue Plan Act (ARPA) to support libraries and library services in the State of Indiana. ARPA funds are being administered under the Institute of Museum and Library Services' (IMLS) Grants to States program. The Indiana State Library will use a majority of these funds to disburse sub-grants to eligible Indiana public and academic libraries. Libraries may request between $5,000 and $100,000 in federal funds. No local cash match is required. The grants are in the form reimbursement grants." These grants may be used a variety of needs – technology, digital content, outreach, programming, PPE, consulting, assessments to name a few. They are not to be used for operating support or for things we were going to do anyway. Projects should be COVID-related and benefit our community in some way. As this packet goes to press, we are working on our application. We were encouraged to 'think big' so we are. Plan A is big. We are still fine tuning so if Plan A becomes too big, we will move to Plan B. I will have an update for you at our August meeting. Grant applications are due August 9. We had a very short window to apply.

Digital Access Cards have been prepared for distribution to schools in our service area. We were present in the Community Building for one day at the Jasper County Fair. Nearly 60 people visited our table for STEAM activities, crafts, and games with library staff. It was a cool place to take a break from the fair and meet our staff. Some staff have been working on our ARPA Grant application for the State Library. It's a short timeline for completion. They have done an outstanding job gathering and evaluating information in a very short period of time.

System Administrator News

Sheila worked on a variety of projects in July – Staff Development Day technology, Windows 10/Office 365 Upgrade project, centralizing JCPL logo and branding information to encourage consistency in use, researched a few items necessary for Director's 2022 budget recommendation, set up digital access card files for the upcoming school year, and various server issues.

Technical Services News

Becky reports, "I met with Sheila to create Digital Access Card records and deleted the old ones. We had issues with the first time we loaded them into our database. We spoke with TLC, and they suggested we do them all in one list instead of breaking them down into 4 separate lists, and that worked. I changed the text of LS2 Notifications to the pre-Covid text of our messages. I reviewed the SRCS setting with Linda and Rachel, but there was no action necessary on our part."

DeMotte Library News

Shannon reports, "Neile worked with the Historical Society for August's display case. They are displaying antique kitchen wares and plan to have a little quiz, so patrons can guess what the items were used for. Neile hosted Judi's Bloomers for a succulent gardening program and it was a massive hit! The program filled up quickly and all patrons in attendance enjoyed learning about the care of succulents while they created a garden bowl to take home. We would love to work with Judi again for another program in the future. Autumn and Karla held July's summer reading programs; some were rescheduled from June like Balloongenuity. Overall, programs were a success and patrons greatly enjoyed them. A selection of toys was put back out in the children's area and a cleaning scheduled has been implemented."

Rensselaer Library News

Linda reports, "Sarah Sundin, author of *The Sea Before Us*, called and offered to Zoom with our 4th Thursday book discussion group this month. She had received a Google Alert and called to say she would be able to join us via Zoom on July 22. She's also sending us bookmarks for the group. She's in California so the opposite of our last virtual author visit who was in New York." Janice reports, "Summer Reading has come to an end. What a rainy summer. We had to reschedule a few programs because of rain but everything went well despite that. Our make and take crafts were a big success. The kids seemed to really like them. Our grand finale was held indoors because of the temperature and the threat of rain. We played games, did crafts, enjoyed refreshments, and drew the names for the grand prizes; I believe a good time was had by all. We are looking forward to more face-to-face programming in September and the return of the Saint Augustine Students."

Wheatfield Library News

Evie reports, "Jason has been working hard to keep our outside looking good! He recently pruned bushes and sprayed weeds, replaced our flags, cut sagging branches from shrubs and trees, cut back plants that were too close to the outdoor AC units, and repainted book drop and bike rack signs. Inside, he flushed all floor drains, cleaned and lubricated track of movable partition wall, cleaned indoor return air grilles and filters on air handler, and changed filters in air handler. He also completed the quarterly maintenance inspection."

Please contact me if you are unable to attend the August Board meeting or if you have any questions about materials in your packet. -Patty

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JCPL FINANCIAL STATEMENT
July 31, 2021

	Beginning 2021 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$986,255.79	$194,235.49	$1,308,015.88	$75,815.66	$1,393,969.69	$1,072,209.60
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$23,037.10	$2,167.16	$8,366.66	$160.00	$11,548.08	$26,218.52
DeMotte	$7,596.28	$699.94	$2,075.33	$160.00	$2,990.15	$8,511.10
Rensselaer	$13,051.35	$736.68	$4,132.54	$0.00	$6,109.15	$15,027.96
Wheatfield	$2,389.47	$730.54	$2,158.79	$0.00	$2,448.78	$2,679.46
Library Improvement Reserve Fund	$232,233.18	$0.00	$0.00	$19.10	$134.28	$232,367.46
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,276,263.01	$1,332.84	$4,767.84	$106.91	$885.45	$2,272,380.62
Includes Investments of: $2,108,318.67						
State Technology Fund Grant Fund	$1,101.29	$1,782.00	$12,474.00	$0.00	$17,448.98	$6,076.27
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$78.67	$0.00	$55.26	$0.33	$5.60	$29.01
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$2,000.00	$2,000.00	$2,000.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,196.07	$55,558.16	$8,196.07	$55,558.16	$0.00
FICA Tax Collected	$0.00	$8,371.70	$58,158.10	$8,371.70	$58,158.10	$0.00
State Tax Collected	$0.00	$3,760.19	$26,145.37	$3,760.19	$26,145.37	$0.00
County Tax Collected	$0.00	$2,870.48	$19,964.08	$2,870.48	$19,964.08	$0.00
INPRS	$0.00	$3,119.97	$22,285.76	$3,119.97	$22,285.76	$0.00
Deferred Comp Plan	$0.00	$3,040.00	$20,930.00	$3,040.00	$20,930.00	$0.00
Pre-tax Insurance Plan	$0.00	$4,049.04	$28,780.49	$4,049.02	$29,008.50	$228.01
Life Insurance	$0.00	$336.66	$2,428.70	$336.64	$2,426.16	($2.54)
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,522,381.94	$233,261.60	$1,567,930.30	$111,846.07	$1,660,468.21	$3,614,919.85

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Bank Balances

Jasper County Public Library

Report as of: **7/31/2021**

	Bank	
1	Alliance Bank	$1,506,331.18
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,108,318.67
	Total all banks =	**$3,614,919.85**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/2017	$140.76	Jan-21
								$110.81	Feb-21
								$113.34	Mar-21
								$115.30	Apr-21
								$110.63	May-21
								$104.85	Jun-21
								$93.35	Jul-21

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$789.04**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **7/1/2021** *To* **7/31/2021**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$81,162.00	$0.00	$81,162.00	$6,763.46	$47,277.49	$33,884.51	41.7
1.12 SALARY OF ASSISTANTS	$1,205,452.00	$0.00	$1,205,452.00	$99,458.23	$684,502.65	$520,949.35	43.2
1.13 WAGES OF JANITORS	$98,306.00	$0.00	$98,306.00	$6,158.99	$49,581.69	$48,724.31	49.6
1.21 EMPLOYER'S SHARE-FICA	$105,946.00	$0.00	$105,946.00	$8,371.70	$58,158.10	$47,787.90	45.1
1.22 UNEMPLOYMENT COMPENSATION	$2,464.00	$0.00	$2,464.00	$479.44	$1,938.25	$525.75	21.3
1.23 EMPLOYER'S CONTRIB.- PERF	$124,140.00	$0.00	$124,140.00	$10,315.44	$71,061.82	$53,078.18	42.8
1.24 EMPLOYER'S CONTRIB.- INS.	$167,607.00	$0.00	$167,607.00	$12,471.40	$83,198.11	$84,408.89	50.4
Subtotal	*$1,785,077.00*		$1,785,077.00	$144,018.66	$995,718.11	$789,358.89	44.2
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$45.52	$454.48	90.9
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$411.54	$3,251.56	$3,748.44	53.5
2.21 CLEANING & SANITATION SUPPLIES	$7,000.00	$0.00	$7,000.00	$261.98	$4,290.87	$2,709.13	38.7
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$233.84	$2,211.78	$3,288.22	59.8
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$99.63	$104.42	$1,395.58	93.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$69.31	$330.69	82.7
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$208.94	$541.06	72.1
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$1,835.74	$5,814.62	$10,685.38	64.8
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$2,842.73	$15,997.02	$23,752.98	59.8
3. Other Services and Charge							

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Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$0.00	$3,630.00	$1,370.00	27.4
3.14 OTHER PROFESSIONAL SERVICES	$6,400.00	$0.00	$6,400.00	$145.98	$1,840.46	$4,559.54	71.2
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$0.00	$7,383.66	$11,616.34	61.1
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$13,500.00	$18,000.00	57.1
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$13,000.00	$0.00	$13,000.00	$1,081.16	$7,554.90	$5,445.10	41.9
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$242.00	$1,758.00	87.9
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$776.72	$5,412.40	$14,587.60	72.9
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$0.00	$132.69	$8,867.31	98.5
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$119.27	$516.59	$1,283.41	71.3
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$1,165.77	$8,124.01	$77,195.99	90.5
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$5.19	$253.50	$546.50	68.3
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$1,191.04	$2,308.96	66.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,500.00	$0.00	$27,500.00	$0.00	$14,917.50	$12,582.50	45.8
3.51 GAS	$25,000.00	$0.00	$25,000.00	$742.64	$8,785.52	$16,214.48	64.9
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$9,602.38	$52,215.25	$57,784.75	52.5
3.53 WATER	$3,500.00	$0.00	$3,500.00	$216.50	$2,496.37	$1,003.63	28.7
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$586.83	$4,112.72	$3,887.28	48.6
3.61 BUILDING & STRUCTURES	$117,000.00	$0.00	$117,000.00	$3,598.66	$30,483.80	$86,516.20	73.9
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$171.25	$171.25	$328.75	65.8
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$13.03	$242.21	$57.79	19.3
3.91 DUES	$2,600.00	$0.00	$2,600.00	$125.00	$1,756.11	$843.89	32.5
3.93 TAXES & ASSESSMENTS	$2,100.00	$0.00	$2,100.00	$0.00	$418.00	$1,682.00	80.1
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.98 MAINTENANCE/SERVICE CONTRACTS	$108,690.00	$0.00	$108,690.00	$16,620.59	$59,711.76	$48,978.24	45.1
Subtotal	*$603,430.00*		$603,430.00	$34,970.97	$225,391.74	$378,038.26	62.6
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$42,000.00	$0.00	$42,000.00	$50.00	$639.77	$41,360.23	98.5
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$8,145.68	$43,315.09	$106,684.91	71.1
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$593.48	$8,061.54	$8,438.46	51.1
4.53 NONPRINTED MATERIALS	$64,000.00	$0.00	$64,000.00	$3,613.97	$18,892.61	$45,107.39	70.5
Subtotal	*$272,500.00*		$272,500.00	$12,403.13	$70,909.01	$201,590.99	74.0
Grand Total	$2,700,757.00	$0.00	$2,700,757.00	$194,235.49	$1,308,015.88	$1,392,741.12	51.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F3c

Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **7/1/2021** *To* **7/31/2021**

F3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$150.00	$1,250.00	$8,750.00	87.5
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$0.00	$2,210.00	$27,790.00	92.6
3.61 BUILDING & STRUCTURES	$605,182.00	$0.00	$605,182.00	$0.00	$0.00	$605,182.00	100.0
Subtotal	*$645,182.00*		$645,182.00	$150.00	$3,460.00	$641,722.00	99.5
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$186,872.00	$0.00	$186,872.00	$1,182.84	$1,307.84	$185,564.16	99.3
Subtotal	*$186,872.00*		$186,872.00	$1,182.84	$1,307.84	$185,564.16	99.3
Grand Total	$832,054.00	$0.00	$832,054.00	$1,332.84	$4,767.84	$827,286.16	99.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **7/1/2021** *To* **7/31/2021**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$12,474.00	($12,474.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$12,474.00	($12,474.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$12,474.00	($12,474.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Voucher List

Jasper County Public Library

Report Date: From **7/1/2021** ***To*** **7/31/2021**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	413	PAYROLL	7/9/2021	PAYROLL	$56,405.36
0	414	CHRISTINA SANDERS	7/9/2021	Courier Mileage 6/16-6/30/21 (Conf. #1051)	$381.92
0	415	GREAT-WEST RETIREMENT	7/9/2021	Annuity Withheld 7/9/21 payroll (Ref. #918698663)	$1,520.00
0	416	INDIANA DEPT. OF WORKFOR	7/9/2021	2nd Quarter 2021 Unemployment Compensation Pymt Conf #8937615	$479.44
0	417	INPRS fbo PERF	7/9/2021	INPRS Contributions 7/9/21 Payroll	$6,702.92
0	418	IRS USA TAXPAYMENT	7/9/2021	Federal Withholding, Medicare, & FICA withheld 7/9/21 Payroll & Ins. (Acknowledgement# 42703615)	$12,488.62
38194	419	AARON'S LAWN CARE	7/12/2021	Mowing & edging	$1,020.00
38195	420	ACE HARDWARE	7/12/2021	Door hold kick-down, weed killer, air handler filters	$88.33
38196	421	ANTHEM BLUE CROSS BLUE	7/12/2021	Health insurance premiums- July 2021	$14,463.90
38197	422	ANTHEM LIFE	7/12/2021	Life insurance premiums- July 2021	$113.60
38198	423	CAPITAL ONE TRADE CREDIT	7/12/2021	Ceiling tiles	$39.92
38199	424	CENTURYLINK	7/12/2021	Rens: Fax line service- July 2021	$60.47
38200	425	CULLIGAN WATER CONDITIO	7/12/2021	Wh: Water Cooler Rental- July 2021	$13.03
38201	426	DELTA DENTAL	7/12/2021	Dental insurance premiums- July 2021	$572.04
38202	427	EDWARD P. DUMAS	7/12/2021	Legal Assistance: DeMotte parking lot project	$150.00
38203	428	ENA SERVICES LLC	7/12/2021	Internet Service- June 2021	$1,782.00
38204	429	GOODWIN FIRE EQUIPMENT, I	7/12/2021	Annual fire extinguisher inspections and maintenance	$171.25
38205	430	INDIANA WASTE SERVICE	7/12/2021	DeM. & Wh: Trash pick-up July 2021	$147.00
38206	431	KAPCO	7/12/2021	Library supplies	$370.53
38207	432	KONE, INC.	7/12/2021	DeM: Elevator Maintenance Agreement 7/1-9/30/21	$483.81
38208	433	KROOSWYK PLUMBING, HEAT	7/12/2021	Wh: Backflow tests	$360.00
38209	434	KANKAKEE VALLEY POST NE	7/12/2021	Wh: Newspaper subscriptions Acct# 0047445	$74.99
38210	435	MIDWEST COLLABORATIVE F	7/12/2021	Annual membership fee	$125.00
38211	436	NEILE TRAINOR	7/12/2021	Mileage 4/7-6/30/21	$47.60
38212	437	NIMBO IP LLC	7/12/2021	Monthly Managed Service- June 2021	$815.00
38213	438	NIPSCO	7/12/2021	DeM & Wh: Gas & electric service	$6,625.98
38214	439	NITCO	7/12/2021	DeM: Local phone service July 2021	$139.67
38215	440	PRECISION CONTROL SYSTE	7/12/2021	DeM & Rens: Preventative Maintenance	$3,707.08
38216	441	RAINBOW BOOK COMPANY	7/12/2021	Books	$450.38
38217	442	RAINBOW PRINTING	7/12/2021	Digital Access Cards	$812.00
38218	443	RELIABLE EXTERMINATORS, I	7/12/2021	Rens: Interior Treatment	$100.00
38219	444	ROEING CORPORATION	7/12/2021	Tech Maintenace Support 2021- 3rd installment	$12,250.00
38220	445	SUNRISE PACKAGING	7/12/2021	TV series cases, audiobook cases	$1,081.32
38221	446	TRUGREEN PROCESSING CE	7/12/2021	Rens: Ash Tree Injections	$1,585.50
38222	447	UNIQUE MANAGEMENT SERVI	7/12/2021	Collections: Initial/Secondary Placements- June 2021	$80.55
38223	448	VSP INSURANCE CO. (CT)	7/12/2021	Vision insurance premiums- July 2021	$214.74
38224	449	WALL STREET JOURNAL	7/12/2021	Delivery fees for postal mail delivery of DeMotte newspaper subscription	$35.00
38225	450	BAKER & TAYLOR	7/12/2021	Books, Continuations, AV, Auto. Yours	$8,510.03
38226	451	BAKER & TAYLOR ENTERTAIN	7/12/2021	AV	$2,058.12
38227	452	BARNES & NOBLE, INC	7/12/2021	Books	$51.13
38228	453	BUSINESS CARD	7/12/2021	Library supplies, book, background check, Facebook advertising, blu-ray player, sound bar, adapter	$838.15
38229	454	CAPITAL ONE	7/12/2021	Walmart: Summer Reading prizes & supplies, children's supplies	$328.58
38230	455	FINDAWAY WORLD, LLC	7/12/2021	Wonderbooks	$144.97
38231	456	GRAINGER	7/12/2021	Bathroom cleaner, 70% isopropyl alcohol, batteries, door pull plate	$105.62

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38232	457	JUDI'S BLOOMERS	7/12/2021	Program presenter	$375.00
38233	458	LINK ENVIRONMENTAL EQUIP	7/12/2021	Rens: 2 yard sloped rear load dumpster	$1,138.75
38234	459	MIDWEST TAPE	7/12/2021	AV	$613.30
38235	460	OFFICE DEPOT	7/12/2021	Janitorial, office, library, & maintenance supplies, cables	$532.33
38236	461	POST TRIBUNE	7/12/2021	DeM & Rens: Newspaper subscriptions Acct# 44365252	$147.50
38237	462	QUILL LLC	7/12/2021	Office, maintenance, janitorial, & library supplies, battery backup ups	$309.31
38238	463	TRUGREEN PROCESSING CE	7/12/2021	Ornamental bed weed control, grub preventative	$451.91
38239	464	ULINE	7/12/2021	Cardboard mailers, DVD cases, filament tape	$390.05
38240	465	WAGEWORKS, INC.	7/12/2021	Refunding COBRA premiums back to Benefit Admin Solutions (Anthem's 3rd party COBRA administrator)	$682.24
0	466	PAYROLL	7/23/2021	PAYROLL	$55,903.23
0	467	ALLIANCE BANK	7/23/2021	Direct Deposit Fees - June 2021	$76.80
0	468	CENTURYLINK	7/23/2021	Wh: Fax line July 2021(Conf# 1054)	$66.02
0	469	CHRISTINA SANDERS	7/23/2021	Courier Mileage 7/1-7/15/21 (Conf. #1055)	$347.20
0	470	CITY OF RENSSELAER	7/23/2021	Rens: Utilities: 6/7 - 7/8/21 (Conf #150336331)	$4,153.22
0	471	GREAT-WEST RETIREMENT	7/23/2021	Annuity Withheld 7/23/21 payroll (Ref. #922032940)	$1,520.00
0	472	INDIANA DEPARTMENT OF RE	7/23/2021	State & County Taxes withheld July 2021 Payrolls (Conf #0-003-445-656 & Conf #0-003-506-592)	$6,630.67
0	473	INPRS fbo PERF	7/23/2021	INPRS Contributions 7/23/21 Payroll	$6,732.49
0	474	IRS USA TAXPAYMENT	7/23/2021	Federal Withholding, Medicare, & FICA withheld 7/23/21 Payroll & Ins. (Acknowledgement# 25265069)	$12,439.81
0	475	SPRINT	7/23/2021	Hotspot Data Service 6/12 - 7/11/21 (Conf #1057)	$1,165.77
0	476	THE TIMES	7/23/2021	DeM: Newspaper subscription renewal 8/13/21-8/11/22 Acct# 170-00009893	$370.99
0	477	TOWN OF DEMOTTE	7/23/2021	Dem: Sewer & Water : June 2021 (Conf #1053)	$144.80
0	478	TOWN OF WHEATFIELD	7/23/2021	Wh: Sewer Service- July 2021 (Conf# 1052)	$77.35
0	479	PAYROLL	7/26/2021	PAYROLL	$72.09
0	480	IRS USA TAXPAYMENT	7/26/2021	Federal Withholding, Medicare, & FICA withheld 7/26/21 Payroll & Ins. (Acknowledgement# 04634949)	$11.04
0	481	AFLAC	7/26/2021	Supplemental Insurance July 2021 (Conf #1058)	$810.58
0	482	INDIANA DEPARTMENT OF HO	7/28/2021	DeM & Rens: Boiler Inspection/Certificate Fees (Receipt #306396)	$81.25
0	483	ALLIANCE BANK	7/30/2021	Positive Pay Fee- July 2021	$15.00
0	484	SQUARE, INC	7/31/2021	Merchant Processing Fees- July 2021	$7.35

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total

Total Amount of Claims **$233,261.60**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, August 3, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $233,261.60

Date this 9th day of August ,20 21 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
July 31, 2021

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$384.50	$3,635.47
DeMotte	$29.09	$961.17		
Rensselaer	$245.39	$1,912.46		
Wheatfield	$110.02	$761.84		
PHOTOCOPIES:			$659.70	$4,665.09
DeMotte	$176.90	$1,525.35		
Rensselaer	$378.65	$2,475.49		
Wheatfield	$104.15	$664.25		
INTEREST (Checking, Repurchase, CDs):			$96.27	$495.30
TAXES:			$74,670.50	$1,384,045.01
Property Tax	$0.00	$786,719.17		
LOIT	$17,903.58	$125,325.06		
License Excise Tax	$0.00	$64,265.11		
Financial Institution Tax	$0.00	$1,914.23		
CVET(Commercial Vehicle Excise)	$0.00	$8,453.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$56,766.92	$397,368.44		
TAXABLE SALES:-			$4.69	$25.47
REFUNDS:			$0.00	$1,103.35
Rebates/Refund	$0.00	$898.42		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$0.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$204.93		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$75,815.66**	**$1,393,969.69**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$160.00	$11,548.08
DeMotte	$160.00	$2,990.15		
Rensselaer	$0.00	$6,109.15		
Wheatfield	$0.00	$2,448.78		
LIB. IMPROV. RESERVE FUND:			$19.10	$134.28
Interest Earned	$19.10	$134.28		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$106.91	$885.45
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$106.91	$885.45		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$17,448.98
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$0.33	$5.60
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$2,000.00	$2,000.00
SUB-TOTAL (page 1)			**$78,102.00**	**$1,425,992.08**

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WITHHOLDING ACCOUNT FUNDS:			$33,744.07	$234,476.13
FIT Tax Collected	$8,196.07	$55,558.16		
FICA Collected	$8,371.70	$58,158.10		
State Tax Collected	$3,760.19	$26,145.37		
County Tax Collected	$2,870.48	$19,964.08		
INPRS	$3,119.97	$22,285.76		
Deferred Comp Plan	$3,040.00	$20,930.00		
Pre-tax Insurance Plan	$4,049.02	$29,008.50		
Life Insurance	$336.64	$2,426.16		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$111,846.07**	**$1,660,468.21**

F6a

Voucher List

Jasper County Public Library

Report Date: From **8/1/2021** ***To*** **8/9/2021**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
38241	485	4IMPRINT, INC.	8/9/2021	Promotional yardsticks, coin pouches, & umbrellas	$1,147.94
38242	486	AARON'S LAWN CARE	8/9/2021	Mowing & edging	$827.00
38243	487	AMAZON CAPITAL SERVICES	8/9/2021	NexiGo webcams, camera adapter, Square stands, iPads, state flags, light switch guards, plastic paper clips, light bulb, emergency window hammer	$1,421.30
38244	488	ANTHEM BLUE CROSS BLUE	8/9/2021	Health insurance premiums- August 2021	$14,463.90
38245	489	ANTHEM LIFE	8/9/2021	Life insurance premiums- August 2021	$113.60
38246	490	BAKER & TAYLOR	8/9/2021	Books, Continuations, AV, Auto. Yours, B & T Licenses	$10,856.80
38247	491	BAKER & TAYLOR ENTERTAIN	8/9/2021	AV	$2,135.41
38248	492	CAPITAL ONE	8/9/2021	Walmart: Library, janitorial, & maintenance supplies, hard drives	$276.75
38249	493	CARDINAL COPIER SOLUTION	8/9/2021	Quarterly maintenance agreement on DeMotte staff copier 4/2 - 7/1/21	$910.28
38250	494	CHICAGO TRIBUNE	8/9/2021	DeM & Rens: Newspaper subscriptions Acct# 20468938	$295.50
38251	495	COMMONWEALTH TECHNOLO	8/9/2021	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$1,241.54
38252	496	DELTA DENTAL	8/9/2021	Dental insurance premiums- August 2021	$572.04
38253	497	EDWARD P. DUMAS	8/9/2021	Legal Assistance: DeMotte parking lot project	$450.00
38254	498	FINDAWAY WORLD, LLC	8/9/2021	Playaways, Wonderbooks, Launchpads	$628.16
38255	499	GRAINGER	8/9/2021	US flags	$67.50
38256	500	JASPER NEWTON FOUNDATI	8/9/2021	Ad in 30th anniversary publication	$200.00
38257	501	KROGER GARDIS & REGAS, L	8/9/2021	Legal Assistance- COVID-19 Matters	$300.00
38258	502	MIDWEST TAPE	8/9/2021	AV, audiobook sleeves	$989.57
38259	503	NIMBO IP LLC	8/9/2021	Monthly Managed Service- July 2021	$815.00
38260	504	NITCO	8/9/2021	DeM: Local phone service August 2021	$139.67
38261	505	OLLIS BOOK CORPORATION	8/9/2021	Books	$874.46
38262	506	OVERDRIVE, INC.	8/9/2021	Deposit on Advantage & Consortium Accounts for future content purchases	$6,750.00
38263	507	THE PENWORTHY COMPANY	8/9/2021	Books	$1,304.75
38264	508	RAYANN GILMORE	8/9/2021	Mileage 4/12/21	$24.64
38265	509	RENSSELAER ROTARY CLUB	8/9/2021	2nd quarter dues & meals	$82.00
38266	510	THE LIBRARY CORPORATION	8/9/2021	Hosted System Sept 2021- Aug 2022; Library.Solution Software Support Sept 2021-Aug 2022; Its.Marc Sept 2021-Aug 2022; AV Access on Its.Marc Sept 2021-Aug 2022	$30,170.00
38267	511	TOWN OF DEMOTTE	8/9/2021	Technical Advisory Committee Meeting for DeMotte Library Parking Lot Project	$750.00
38268	512	VSP INSURANCE CO. (CT)	8/9/2021	Vision insurance premiums- August 2021	$214.74
38269	513	WELLS COUNTY PUBLIC LIBR	8/9/2021	Lost ILL item# 207852255	$87.19
38270	521	BUSINESS CARD	8/9/2021	Library supplies, background checks, books	$842.64
38271	522	CENTURYLINK	8/9/2021	Rens: Fax line service- August 2021	$60.47
38272	523	CULLIGAN WATER CONDITIO	8/9/2021	Wh: Water Cooler Rental- August 2021, 5-gallon drinking water- 4	$49.03
38273	524	DEMCO	8/9/2021	Library supplies	$182.70
38274	525	DONNA BARKO	8/9/2021	Mileage 5/4-8/2/21	$63.17
38275	526	INDIANA WASTE SERVICE	8/9/2021	DeM. & Wh: Trash pick-up August 2021	$158.76
38276	527	LAURIE STEELE	8/9/2021	Read the Books database subscription 7/1/21-6/30/22	$940.00
38277	528	THE LOCK DOCTOR	8/9/2021	Wh: Rekey/Masterkey repair mortise cylinder on the lever lock	$200.00
38278	529	MIDWEST TAPE	8/9/2021	Hoopla: advance digital payment	$3,000.00
38279	530	NIPSCO	8/9/2021	DeM & Wh: Gas & electric service 6/29-7/29/21	$6,574.16
38280	531	OSBY WATER CONDITIONING	8/9/2021	Wh: Water softener chemicals & filters	$285.00

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38281	532	QUILL LLC	8/9/2021	Name tags	$21.12
38282	533	TRUGREEN PROCESSING CE	8/9/2021	DeM. & Rens: Insect & disease control treatment	$202.59
38283	534	UNIQUE MANAGEMENT SERVI	8/9/2021	Collections: Initial/Secondary Placements- July 2021	$196.90
38284	535	WORLD BOOK INC.	8/9/2021	World Book database renewal: online- advance reference pkg library	$995.00
				Total Amount of Claims	**$91,881.28**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 9, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $91,881.28

Date this 9th **day of** August **,20** 21 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

SEPT.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, September 13, 2021, 6pm
Wheatfield Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of August Board Meeting	
Bills/Financial Reports	
Policy Review (R 10, R 12, R 25)	
General Business	
2022 Budget Hearing (R 25)	Action
Wheatfield Library Annual Report (R 25)	Information
Digital Literacy Plan Adoption (R 25)	Action
DeMotte Parking Lot Project Update (R 25)	Action
Director's Report (R 25-R 28)	Information
Items for Future Agendas	
Public Forum	
Adjournment	

To inform, enrich, and empower our diverse community.

MINUTES
Jasper County Public Library Board of Trustees
6:00 PM

August 9, 2021
Rensselaer Library

Present: Janet Umlauf, Kevin Kaluf, Natalie Waling, Janelle Harper, Julie Davidson, Mark Heinig, Patricia Stringfellow, Rayann Gilmore
Absent: Kristie Housman

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the July Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Art Exhibit & Display Case Use Policy revisions, Bulletin Board Policy review, Photography, Videotaping & Other Recording Devices Policy review, and Resolution to Continue in the Public Library Internet Consortium were approved as presented, on a motion by J. Davidson, seconded by J. Umlauf. Motion passed.

2022 Budget: The Budget Committee consisting of M. Heinig (Chair), J. Umlauf, and J. Davidson met with P. Stringfellow, Director and R. Gilmore, Business Manager to review the 2022 Budget on July 28. The growth quotient for the 2022 Budget is 4.3%. We stayed within this amount. P. Stringfellow and R. Gilmore met with our DLGF field rep virtually on July 29. This meeting went well. The total of the combined budgets for Operating ($2,824,063) and Rainy Day ($860,657) is $3,684,720. J. Harper moved to advertise the 2022 Budget as presented, seconded by N. Waling. Motion passed.

Indiana Cyber Incident Report Law: All libraries are required to report cybersecurity incidents to the Indiana Office of Technology within two business days of an incident and designate a point of contact/cyber incident reporter before September 1, 2021 and each following year. Director, Patty Stringfellow, and Systems Administrator, Sheila Broussard, have registered as the Library's primary contacts for reporting a cybersecurity incident. This requirement has been added to our Board/Admin Monthly Task List so we remember to do this each year as required.

DeMotte Parking Lot Project: On July 20 we received an email from Kim Kendrick, DeMotte Building Commissioner, that included Abonmarche's response to Harry's July 1, 2021 letter. Kim indicated that we will need to schedule a Technical Advisory Committee (TAC) meeting before approval is given, and that the fee for the TAC meeting is $750 which must be paid before the meeting. That claim has been approved with August's bills so the check will be ready when the meeting is scheduled. Currently Harry is working on a response to Abonmarche's last concern that has to do with the detention facility. All other concerns have been marked as addressed.

Director's Report: We submitted our ARPA Grant application today requesting $91,800. We are seeking funding to digitize our microfilm copies of the newspapers of record in Jasper County, from the first issue printed in 1853 eventually through modern day, to allow remote access to content. There is a need for this information to be made available digitally and remotely. During COVID-19, we received requests for access to our microfilm by patrons who were researching on a deadline for a local history presentation and were limited in how much time they could spend with our records in person. We field requests for information monthly, and often more frequently, from patrons in our community and across the country seeking genealogy and obituary records that only we have. There is very little from our county available on Hoosier State Chronicles, and there is no current digital repository for these newspapers elsewhere and no plans currently to create one by the copyright holder. Digital Access Cards have been prepared for distribution to schools in our service area once they are back in session.

Adjournment: With no further matters for discussion J. Harper moved to adjourn the meeting at 6:12 PM, seconded by J. Davidson.

Julie Davidson

Julie Davidson, Secretary

Attest: K. Kaluf, President

CIRCULATION BY HOLDINGS CODE
August 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	16	0	1	17
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	19	2	2	23
Blu-Ray (DBR)	84	0	3	87
Books on CD (DBKCD)	49	6	3	58
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	42	2	1	45
Digital Audiobooks (DDA)	11	5	1	17
DVD (DDVD)	855	69	40	964
Equipment (DEQP)	12	0	0	12
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	313	19	13	345
Fiction Fantasy (DFICF)	5	1	1	7
Fiction Inspirational (DFICI)	71	0	9	80
Fiction Mystery (DFICM)	89	13	1	103
Fiction New (DFICNEW)	387	16	21	424
Fiction Science Fiction (DFICSF)	13	0	0	13
Fiction Western (DFICW)	8	2	1	11
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	15	2	1	18
Hanging Bags (DHANG)	11	3	0	14
Hotspots (DWIFI)	7	32	3	42
ILL (DILL)	26	0	0	26
Internet (DINTER)	296	0	0	296
Juv. Audio book (DJAUDB)	14	1	1	16
Juv. Biography (DJBIO)	24	0	4	28
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	12	0	0	12
Juv. Digital Device (DJDDP)	12	1	0	13
Juvenile Easy (DJE)	722	11	60	793
Juv. Easy Non-fiction (DJENF)	41	0	3	44
Juv. Easy Reader (DJER)	260	2	25	287
Juv. Easy Reader NF (DJERN)	17	1	2	20
Juv. Fiction (DJFIC)	634	10	36	680
Juv. Graphic Novel (DJGN)	91	12	2	105
Juv. Holiday books (DJHOL)	23	0	0	23
Juv. Launchpads (DPTAB)	4	0	0	4
Juv. Magazine (DJMAG)	17	0	0	17
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	242	11	18	271
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	162	2	6	170
Large Print Fiction (DLPF)	93	6	7	106
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	91	3	3	97
Large Print Nonfic (DLPNF)	3	0	0	3
Large Print Western (DLPW)	4	0	0	4
Magazine (DMAG)	228	0	0	228
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	5	0	4	9
Nonfiction 100 (DNF100)	13	1	0	14
Nonfiction 200 (DNF200)	8	2	2	12
Nonfiction 300 (DNF300)	20	9	1	30
Nonfiction 400 (DNF400)	0	0	4	4
Nonfiction 500 (DNF500)	10	0	3	13
Nonfiction 600 (DNF600)	72	6	22	100
Nonfiction 700 (DNF700)	29	0	3	32
Nonfiction 800 (DNF800)	10	0	2	12
Nonfiction 900 (DNF900)	20	4	1	25
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	19	3	2	24
Nonfiction (DNFIC)	6	0	0	6
Nonfiction New (DNFNEW)	100	7	14	121
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	2	1	0	3
Reference (DREF)	0	1	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	8	0	0	8
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	3	70	0	73
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	8	0	0	8
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	1	1	0	2
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	87	7	7	101
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	23	1	0	24
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	1	0	0	1

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	15	0	16
Blu-Ray (RBR)	11	224	6	241
Books on CD (RBKCD)	1	48	2	51
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	77	1	81
Digital Audiobooks (RDA)	0	28	0	28
DVD (RDVD)	78	1163	33	1274
Equipment (REQP)	0	3	0	3
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	27	382	15	424
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	25	244	17	286
Genealogy (RGENE)	0	3	0	3
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	11	41	0	52
Hanging Bag (RHANG)	0	29	0	29
Hotspots (RWIFI)	1	32	5	38
ILL (RILL)	0	22	0	22
Internet (RINTER)	0	388	0	388
Juv. Audio book (RJAUDB)	0	17	2	19
Juv. Biography (RJBIO)	2	6	0	8
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	21	0	21
Juv. Digital Device (RJDDP)	0	10	0	10
Juvenile Easy (RJE)	31	339	11	381
Juv. Easy Non-fiction (RJENF)	0	98	1	99
Juv. Easy Reader (RJER)	6	155	5	166
Juv. Easy Reader NF (RJERN)	0	15	0	15
Juv. Fiction (RJFIC)	60	274	11	345
Juv. Graphic Novel (RJGN)	13	88	5	106
Juv. Launchpads (RPTAB)	0	2	0	2
Juv. Magazine (RJMAG)	0	11	0	11
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	26	112	6	144
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	81	1	83
Large Print Fiction (RLPF)	5	133	2	140
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	1	133	1	135
Large Print Nonfic (RLPNF)	0	15	0	15
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	1	143	0	144
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	4	2	7
Non-Fiction 100 (RNF100)	2	11	1	14

Non-Fiction 200 (RNF200)	3	16	0	19
Non-Fiction 300 (RNF300)	7	45	2	54
Non-Fiction 400 (RNF400)	0	0	0	0
Non-Fiction 500 (RNF500)	8	7	4	19
Non-Fiction 600 (RNF600)	10	73	37	120
Non-Fiction 700 (RNF700)	1	44	1	46
Non-Fiction 800 (RNF800)	0	4	4	8
Non-Fiction 900 (RNF900)	3	24	3	30
Nonfiction Blu-Ray (RNFBR)	4	6	0	10
Nonfiction DVD (RNFDVD)	1	40	1	42
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	18	104	21	143
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	10	0	10
Professional Coll. (RPRO)	0	4	0	4
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	47	4	1	52
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	2	19	21
STEAM Kits (RSTEAM)	0	3	0	3
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	6	0	6
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	3	61	2	66
YA Music CD (RYACD)	0	8	0	8
YA Nonfiction (RYANF)	0	0	0	0
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	1	7	9
Blu-Ray (WBR)	3	0	90	93
Books on CD (WBKCD)	12	15	44	71
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	9	6	40	55
Digital Audiobooks (WDA)	1	2	11	14
DVD (WDVD)	57	18	842	917
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	11	14	121	146
Fiction Fantasy (WFICF)	1	0	18	19
Fiction Inspirational (WFICI)	9	2	109	120
Fiction Mystery (WFICM)	5	4	56	65

Fiction New (WFICNEW)	47	15	155	217
Fiction Science Fiction (WFICSF)	2	2	3	7
Fiction Western (WFICW)	0	0	8	8
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	15	18	12	45
Hanging Bags (WHANG)	0	3	7	10
Hotspots (WWIFI)	2	23	12	37
ILL (WILL)	0	1	12	13
Internet (WINTER)	0	0	107	107
Juv. Audio book (WJAUDB)	0	0	13	13
Juv. Biography (WJBIO)	0	0	10	10
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	2	0	5	7
Juv. Digital Device (WJDDP)	0	0	0	0
Juvenile Easy (WJE)	26	15	250	291
Juv. Easy Non-fiction (WJENF)	2	3	64	69
Juv. Easy Reader (WJER)	9	14	114	137
Juv. Easy Reader NF (WJERN)	0	0	6	6
Juv. Fiction (WJFIC)	127	21	217	365
Juv. Graphic Novel (WJGN)	10	1	74	85
Juv. Launchpads (WPTAB)	0	0	3	3
Juv. Magazine (WJMAG)	0	0	23	23
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	29	4	80	113
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	5	0	200	205
Large Print Fiction (WLPF)	9	4	56	69
Large Print Inspirational (WLPI)	0	0	5	5
Large Print Mystery (WLPM)	1	0	5	6
Large Print New (WLPN)	10	3	95	108
Large Print Nonfic (WLPNF)	0	3	10	13
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	0	0	69	69
Non-Fiction 000 (WNF000)	0	0	5	5
Non-Fiction 100 (WNF100)	1	1	9	11
Non-Fiction 200 (WNF200)	6	0	0	6
Non-Fiction 300 (WNF300)	0	1	15	16
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	1	0	15	16
Non-Fiction 600 (WNF600)	7	5	85	97
Non-Fiction 700 (WNF700)	3	1	13	17
Non-Fiction 800 (WNF800)	0	0	2	2
Non-Fiction 900 (WNF900)	4	0	18	22
Nonfiction Blu-Ray (WNFBR)	0	0	2	2
Nonfiction DVD (WNFDVD)	0	1	20	21
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	6	4	37	47
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	3	5	8
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	2	2
Vertical file (WVF)	1	1	1	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	1	1	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	10	25	97	132
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	4	4
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	6327	5409	3840	15576

CIRCULATION BY HOLDINGS CODE
August 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	16	0	1	17
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	21	18	9	48
Blu-Ray (BR)	103	230	101	434
Books on CD (BKCD)	62	69	49	180
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	54	85	42	181
Digital Audiobooks (DA)	12	35	12	59
DVD (DVD)	990	1250	915	3155
Equipment (EQP)	12	3	0	15
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	351	415	149	915
Fiction Fantasy (FICF)	6	1	19	26
Fiction Inspirational (FICI)	80	2	118	200
Fiction Mystery (FICM)	94	17	57	168
Fiction New (FICNEW)	459	275	193	927
Fiction Science Fiction (FICSF)	15	2	3	20
Fiction Western (FICW)	8	2	9	19

Genealogy (GENE)	0	3	0	3
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	41	61	13	115
Hanging Bags (HANG)	11	35	7	53
Hotspots (WIFI)	10	87	20	117
ILL (ILL)	26	23	12	61
Internet (INTR)	296	388	107	791
Juv. Audio book (JAUDB)	14	18	16	48
Juv. Biography (JBIO)	26	6	14	46
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	14	21	5	40
Juv. Digital Device (JDDP)	12	11	0	23
Juvenile Easy (JE)	779	365	321	1465
Juv. Easy Non-Fiction (JENF)	43	**101**	68	212
Juv. Easy Reader (JER)	275	171	144	590
Juv. Easy Reader NF (JERN)	17	16	8	41
Juv. Fiction (JFIC)	821	305	264	1390
Juv. Graphic Novel (JGN)	114	101	80	295
Juv. Holiday (JHOL)	23	0	0	23
Juv. Launchpads (PTAB)	4	2	3	9
Juv. Magazine (JMAG)	17	11	23	51
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	297	127	104	528
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	168	83	207	458
Large Print Fiction (LPF)	107	143	65	315
Large Print Inspirational (LPI)	0	0	5	5
Large Print Mystery (LPM)	1	0	5	6
Large Print New (LPN)	102	139	99	340
Large Print Nonfic (LPNF)	3	18	10	31
Large Print Western (LPW)	4	0	0	4
Magazine (MAG)	229	143	69	441
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	6	4	11	21
Non-Fiction 100 (NF100)	16	13	10	39
Non-Fiction 200 (NF200)	17	18	2	37
Non-Fiction 300 (NF300)	27	55	18	100
Non-Fiction 400 (NF400)	0	0	4	4
Non-Fiction 500 (NF500)	19	7	22	48
Non-Fiction 600 (NF600)	89	84	144	317
Non-Fiction 700 (NF700)	33	45	17	95
Non-Fiction 800 (NF800)	10	4	8	22
Non-Fiction 900 (NF900)	27	28	22	77
Non-Fiction Blu-Ray (NFBR)	5	6	2	13
Non-Fiction DVD (NFDVD)	20	44	23	87
Nonfiction (NFIC)	6	0	0	6
Nonfiction New (NFNEW)	124	115	72	311
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	4	0	4

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	2	14	5	21
Reference (REF)	34	2	14	50
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	8	1	1	10
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	47	4	1	52
SRCS (From other libraries III-SRC	3	70	0	73
SRCS (SRCSW) Wheatfield	0	2	19	21
STEAM Kits (STEAM)	8	3	2	13
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	1	8	1	10
YA Biography (YAB)	2	0	0	2
YA Books on CD (YABKCD)	0	1	1	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	100	93	106	299
YA Music CD (YACD)	0	8	0	8
YA Nonfiction (YANF)	23	1	4	28
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	1	0	0	1
				0
Free reads	327	70	55	452
Games/Puzzles	18	0	25	43
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6710	5486	3935	16131

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1555	1066	777	3398
Nonfiction	466	442	376	1284
CHILDREN'S BOOKS				
Fiction	2190	1041	1025	4256
Nonfiction	389	234	186	809
YA BOOKS				
Fiction	141	154	119	414
Nonfiction	25	1	4	30
Preloaded Dig Dev, Child	4	2	3	9
Magazines, Adult	229	143	69	441
Magazines, Children	17	11	23	51
Sound Recordings, adult	129	198	105	432
Sound Recordings, ch	39	82	28	149
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	50	76	20	146
STEAM Kits	8	3	2	13

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1120	1544	1046	3710
Equipment	22	90	20	132
Total	6384	5087	3803	15274
A-V Circulation	1288	1824	1179	4291
A-V Circulation as % of total	20.2%	35.9%	31.0%	28.1%

CIRCULATION STATISTICS
August 2021

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	109	1	**1,555**	93	76	**1,066**	77	91	**777**	**3,398**
Nonfiction	53	1	**466**	45	3	**442**	30	1	**376**	**1,284**
CHILDREN'S BKS										
Fiction	47	1	**2,190**	52	2	**1,041**	91	1	**1,025**	**4,256**
Nonfiction	44	1	**389**	33	0	**234**	23	0	**186**	**809**
YA BOOKS										
Fiction	15	0	**141**	12	0	**154**	9	0	**119**	**414**
Nonfiction	2	0	**25**	1	0	**1**	0	0	**4**	**30**
Preloaded Dig Dev	0	0	**4**	0	0	**2**	0	0	**3**	**9**
Magazines,Adult	0	0	**229**	0	0	**143**	0	0	**69**	**441**
Magazines, Child	0	0	**17**	0	0	**11**	0	0	**23**	**51**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	12	0	**129**	7	0	**198**	26	0	**105**	**432**
Sound Rec/Child	2	0	**39**	6	0	**82**	4	0	**28**	**149**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**50**	0	0	**76**	0	0	**20**	**146**
STEAM Kits	0	0	**8**	0	0	**3**	0	0	**2**	**13**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	42	1	**1,120**	47	3	**1,544**	29	1	**1,046**	**3,710**
Equipment	0	0	**22**	0	0	**90**	0	0	**20**	**132**
TOTAL	326	5	**6,384**	296	84	**5,087**	289	94	**3,803**	**15,274**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	85,175	77,438	61,468
Circulation Increase/Decrease			

MONTHLY SYSTEM STATISTICS	2020	2021	% change
Current month's Circulation	38,239	15,274	-60.1%
Jan. to date circulation	95,640	126,180	31.9%

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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
24,610	24,718	16,563	16,580	16,866	16,852	**Fiction**
19,715	19,767	19,070	19,112	8,203	8,232	**Nonfiction**
						CHILDREN'S BKS
15,836	15,882	14,409	14,459	13,411	13,501	**Fiction**
9,405	9,448	6,351	6,384	6,648	6,671	**Nonfiction**
						YA BOOKS
2,361	2,376	3,359	3,371	3,512	3,521	**Fiction**
646	648	368	369	77	77	**Nonfiction**
5	5	4	4	10	10	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,853	3,865	757	764	4,775	4,801	**Sound Rec/Adult**
655	657	4,164	4,170	835	839	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-60	-60	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,499	7,540	11,448	11,492	6,837	6,865	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
84,854	85,175	77,226	77,438	61,273	61,468	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

August 2021

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	237	51	223	48	411	89	871	189
LOCAL HISTORY								
In person	5	1	8	2	0	0	13	4
Letters written	11	11	21	21	0	0	32	32
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	296	12	388	16	107	4	791	33
Internet use-Wireless	899		1178		496		2573	
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	16	2	0	0	16	2
Public FAX24	32		22		34		88	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	9	3	3	1	12	4
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	0		1		0		1	
Outreach activities	10	10	0	0	0	0	10	7
Meeting Room Use (no. of group	16	5	27	9	22	7	65	22
Study room use	26	2	20	2	35	3	81	7
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2696	
IN-HOUSE USE ITEMS	256		224		63		543	
SELF-CHECKOUT USE	33		152		76		261	
INTERLIBRARY LOANS								
Requests made for:	36	9	3	1	16	4	55	14
Items rec'd for:	34	17	2	1	14	7	50	25
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6303	10563	3969	20835
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	207	417	94	718
Number of New Patrons Added	28	37	20	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	3	18	8	48	9	54	20	120
Number attending	12		98		446		556	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	0		7		0		7	
Adult Programs	3	18	3	18	0	0	6	36
Number attending	28		80		104		212	
Senior Citizen Programs	3	18	1	6	3	18	7	42
Number attending	9		24		19		52	
Total Number of Programs	**9**	54	**12**	72	**12**	72	**33**	198
Total Persons Attending	**49**		**209**		**569**		**827**	
Total Attending Same Month Last Yr.	0		0		0		0	
Total Staff Hours Spent		174		177		188	539	535
Total Number of In-House Prograr	**6**		**11**		**7**		**24**	
Total Attendance	**43**		**90**		**80**		**213**	
Total Number of Outreach Progran	**3**		**1**		**5**		**9**	
Total Attendance	**6**		**119**		**489**		**614**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4542	71.2%	3366	66.1%	2602	68.2%	10510	68.8%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	40	0.6%	48	0.9%	43	1.1%	131	0.9%
Juvenile-AV	389	6.1%	310	6.1%	456	12.0%	1155	7.6%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	44	0.7%	207	4.1%	81	2.1%	332	2.2%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	36	0.6%	52	1.0%	11	0.3%	99	0.6%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	4	0.1%	0	0.0%	4	0.0%
School	0	0.0%	18	0.4%	0	0.0%	18	0.1%
School AV	0	0.0%	7	0.1%	0	0.0%	7	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	107	2.1%	0	0.0%	107	0.7%
Staff	1015	15.9%	840	16.5%	474	12.4%	2329	15.2%
Walking books	36	0.6%	16	0.3%	0	0.0%	52	0.3%
YA 12-17	27	0.4%	7	0.1%	8	0.2%	42	3.2%
YA-AV	247	3.9%	109	2.1%	138	3.6%	494	3.2%
Total	6376		5091		3813		15280	
All items borrowed by nonresidents	80	1.3%	288	5.7%	92	2.4%	460	3.0%

B10

JASPER COUNTY PUBLIC LIBRARY
Mission Statement

The Jasper County Public Library's mission is to inform, enrich and empower our diverse community.

Role

- The Library provides easy access to:

  Books

  Magazines
  Newspapers
  CDs
  DVDs/BluRays
  Hotspots
  STEAM Kits

  Audio Books/Ebooks
  Streaming Content
  ~~Computer Software~~
  Research Materials
  Wired & Wireless Internet
  Computers/Printers/Scanners
  Digital Devices, pre-loaded

- The Library offers easy access to our facilities, providing convenient hours and adequate space for materials, programming and quiet study.
- The Library serves as a cultural and community center, providing classes, programs and a place for the community to gather.
- The Library is a center for access to local history and genealogical resources relevant to Jasper County.
- The Library is on the forefront of the ~~information~~ digital age. We make it a priority to continually evaluate rapidly changing technology, selecting those technologies which improve or enhance our service.
- The Library cooperates with other libraries to provide better service to its users and make the most effective and efficient use of its tax dollars.
- Trained staff assists users in making full use of library resources, programs, and facilities.

Our Values

- We provide prompt, accurate and friendly service.
- We treat all library users with equal respect and consideration.
- We consider every question valid.
- We provide information expressing various viewpoints.
- We respect and protect the privacy of our patrons to the fullest extent permissible by law.
- We are committed to Intellectual Freedom. We encourage the exchange of ideas and information. We resist all efforts to censor Library resources.
- We encourage and support the highest level of personal initiative and professional development. We provide creative challenges, financial remuneration and continuing education for all staff.
- We foster and support teamwork, cooperation and involvement at all levels of the organization. We treat each other with respect ~~and integrity~~ and work with integrity as a team with the board.

Adopted 1/17/95; revised 9/21

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Blu-ray and DVD POLICY

1. Borrower must be a registered JCPL library user in good standing.

2. Borrower must be 18 years of age or older, or 17 years of age and younger with a consent form signed by a parent/legal guardian, to borrow Blu-ray/DVDs.

3. Loan period for entertainment Blu-ray/DVDs will be one week including Sundays and holidays with five renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction Blu-ray/ DVDs will be three weeks, with five renewals.

4. If an item has been borrowed for a public performance, it is the borrower's responsibility to determine that the Blu-ray/DVDs has been cleared for public performance.

5. Each person may borrow five (5) entertainment Blu-ray, five (5) entertainment DVDs, five (5) nonfiction Blu-ray, and five (5) nonfiction DVDs which he/she must return before borrowing others.

~~6. Fines will be $1.00 per day per title returned after due date.~~

7. Blu-ray or DVDs may be placed on hold.

Adopted 5/94; revised 9/21

R14

Digital Literacy Learning Plan

JASPER COUNTY PUBLIC LIBRARY

Plan Facilitators:

PAMELA SEABOLT | MIDWEST COLLABORATIVE FOR LIBRARY SERVICES
PATTY STRINGFELLOW, SHEILA BROUSSARD, LINDA POORTENGA, REBECCA AMALONG, EVIE PARRISH, &
SHANNON HELDAK | JASPER COUNTY PUBLIC LIBRARY

OVERVIEW OF THE PLANNING PROCESS

1. In August 2019, Director Patty Stringfellow approved partnering with consultants from the Midwest Collaborative for Library Services (MCLS) in a pilot project to facilitate the creation of a Digital Literacy Learning Plan for the Jasper County Public Library. MCLS, based in Lansing, MI, is a non-profit, member-driven organization whose mission it is to facilitate sharing resources and to collaborate with other organizations to benefit Indiana and Michigan libraries.

2. MCLS used a planning process based on Appreciative Inquiry, a strengths-based, positive approach to planning.

3. In January 2020, a library digital literacy planning committee was formed.

4. On February 19, 2020, the JCPL planning committee met with MCLS consultant Pam Seabolt to discover the library's strengths and aspirations in order to create a shared vision around technology and digital literacy. Between February 19 and March 11, the JCPL planning committee conducted appreciative interviews with staff around best learning styles and experiences. On March 11, 2020, the JCPL planning committee met with MCLS consultant Pam Seabolt to design technology competencies and learning opportunities and to determine initial areas of focus.

5. Work on the Digital Literacy Learning Plan was put on hold between April 2020-February 2021 due to the COVID-19 Pandemic.

6. Work resumed in March 2021 with the library digital literacy planning committee.

7. In March 2021, the planning committee met virtually with MCLS consultant Pam Seabolt to re-energize and re-engage with the work, to test the library's strengths and aspirations from 2020, and test the shared vision created in 2020 around technology and digital literacy. In March and April 2021, the JCPL planning committee re-conducted appreciative interviews that included questions about how the past year of global shifts had changed their approach to technology. In April 2021, the planning committee met with MCLS consultant Pam Seabolt to continue work and discussion on the Confidence Assessment (technology competencies), to determine initial areas of focus, and design learning activities.

8. Work continued in summer of 2021 with the draft of the Digital Literacy Learning Plan including the refinement of the technology competencies and learning opportunities.

9. The Confidence Assessment focusing on the identified initial areas of learning was administered in June-July 2021.

10. The plan was presented to staff at the all staff development day in August 2021.

SUMMARY

The Jasper County Public Library contracted to partner with the Midwest Collaborative for Library Services on a pilot project to create a Digital Literacy Learning Plan for library staff in 2019. MCLS Consultant Pamela Seabolt worked with JCPL's digital literacy planning committee using a planning process to determine the library staff's strengths and aspirations in order to develop a shared technology vision for the library. MCLS Consultant Pam also worked with the digital literacy planning committee to create and refine the Technology & Digital Literacy Confidence Assessment. The Confidence Assessment consists of multiple categories of technology skills and digital literacy to be used to gauge staff's confidence. The digital literacy planning committee then interviewed many of the staff around their experiences and learning opportunities with technology and digital literacy. Using the information gathered from the staff interviews and the categories and subjects identified for the Confidence Assessment, the committee discovered opportunities to realize the library's technology vision statement. These brainstormed opportunities by the committee were used to create the goals and activities for the Digital Literacy Learning Plan and to create a plan for the all staff development day in August 2021. The Digital Literacy Learning Plan will be shared with the staff at the all staff development day, and learning opportunities focused on the initial areas of focus will kick-off the goal of creating a culture of learning around technology and digital literacy at JCPL.

Digital Literacy Planning Committee:

Patty Stringfellow
Sheila Broussard
Becky Amalong
Linda Poortenga
Evie Parrish
Shannon Heldak

OUR MISSION STATEMENT

The Jasper County Public Library's mission is to inform, enrich, and empower our diverse community.

OUR SHARED TECHNOLOGY VISION

With confidence, ease, and a positive attitude, we are creative and resilient as we learn together to embrace and empower the community in technology and digital literacy.

OUR TECHNOLOGY & DIGITAL LITERACY ASPIRATIONS

We celebrate & embrace resiliency.
We are here for you.
We continually grow and learn.
We thoughtfully and actively work to be welcoming.
We can do this!

OUR TECHNOLOGY & DIGITAL LITERACY PILLARS

Collaborative: We embody the spirit of teamwork and collaboration drawing on our collective strengths.

Innovative & Adaptable Solution Seekers: We are adaptable and solution-oriented and strive to be forward-thinking in all that we offer.

Proactively Community-Focused: We keep the community at the center of all that we do.

Thoughtfully Turned Outward: We are helpful, encouraging, and caring toward each other and to everyone in the community.

Sense of Humor: We celebrate our strengths and maintain our sense of humor in all situations.

KEY LEARNING PRIORITIES

Embrace a Culture of Learning

We commit to creating the space, time, and opportunity to feel confident and successful with technology and digital literacy.

Engage in Meaningful Learning Opportunities

We seek to engage in efficient, engaging, and positive learning opportunities to help grow skills and confidence.

Build a Connected Community

We seek to foster a collaborative learning environment for the staff and the community by using technology and digital tools to create opportunities for connection and collaboration.

DEFINITIONS

Digital Literacy - The ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills. (ALA Digital Literacy Taskforce)

Technology Competency – The knowledge and skills needed to contribute to the overall effectiveness of the organization.

Priority 1: Embrace a Culture of Learning

We commit to creating the space, time, and opportunity to feel confident and successful with technology and digital literacy.

Goal:

Staff will have the tools they need to assess their confidence and skill levels.

Objectives

- ▷ 100% of staff will complete the Technology & Digital Literacy Confidence Assessment.
- ▷ 100% of staff will complete the Learning Style Assessment.
- ▷ Overall, staff surveyed will say they feel more confident with technology and digital literacy.
- ▷ Staff will show an overall increase in confidence and skill in identified areas by completing the Technology & Digital Literacy Assessment each year.

Activities

- Staff will complete the Technology & Digital Literacy Confidence Assessment around the skill areas of Locating Help Resources/Troubleshooting Technical Issues, Basic Computer Skills, Email, and Printers/Copiers.
- Annually staff will complete the Technology & Digital Literacy Confidence Assessment, which will serve to gauge growth and learning in areas already assessed and set a baseline for any new skill areas added.
- From the results of the Technology & Digital Literacy Confidence Assessment, staff will work with their manager each year to determine learning goals and identify areas of focus.
- Staff will complete a Learning Style Assessment to determine how they best like to learn and will share the results with their manager.
- Time will be dedicated to technology and digital literacy learning during the annual all staff development day.

Priority 2: Engage in Meaningful Learning Opportunities

We seek to engage in efficient, engaging, and positive learning opportunities to help grow skills and confidence.

Goal:

Staff will have access to learning tools to strengthen confidence and skills in key areas.

Objectives

- ▷ Each year, staff will complete learning paths (tutorials, webinars, workshops, etc.) in areas identified for growth that have been identified by the manager and staff person.
- ▷ Resident "experts" will create 1-2 learning opportunities per year for the technology or digital literacy topic they identify with as an "expert."

Activities

- The Technology Troubleshooter Team will work to create tutorials for each knowledge area from the Technology & Digital Literacy Confidence Assessment.
- Staff will participate in annual brainstorming sessions to give input on learning opportunities and topics of interest.
- Resident "experts" will create 1-2 learning opportunities per year for the technology or digital literacy topic they identify with as an "expert."
- Staff will look into creative learning opportunities for staff such as virtual escape rooms, creating videos, and more.

Priority 3: Build a Connected Community

We seek to foster a collaborative learning environment for the staff and the community by using technology and digital tools to create opportunities for connection and collaboration.

Goal:
Staff will support each other in learning collaboratively.

Objectives

- Interested staff will engage with assigned collaborative learning groups in learning opportunities, establishing their own ground rules and accountability to the group.

Activities

- All necessary staff will be assigned to a collaborative peer learning group.
- Each group will explore 1-2 technology or digital literacy topic per quarter.
- Once per year, each staff person will share a new skill, tool, or something else of interest learned during the year with other staff.

Goal:
Staff will continue to develop opportunities to connect and engage with the community virtually.

Objectives

- People surveyed in the community will say that they were able to engage with the library in virtual or hybrid opportunities.

Activities

- Continue developing opportunities to connect virtually or in a hybrid environment with the community such as Trivia programs and Escape Rooms and by utilizing tools such as Zoom, social media, and Beanstack.

R20

JCPL Long Range Plan Report
September 2021

Goal 1 – JCPL is a welcoming community hub.

Increased usage of the library and its services – returned to regular programming as we entered Phase 7; meeting rooms and study rooms are used more frequently now that they are available in Phase 7; more people found us on Google Search this quarter compared with each of the previous two quarters.

Evidence of improvements to our facilities inside and out – DeMotte Library foyer display case was themed for Summer Reading; added a Castle at DeMotte Library that provided kids with enjoyment as a play space and photo op; emphasis on weed pulling, tree/bush maintenance and landscape maintenance at all library locations ; removed some furniture and rearranged some pieces to make the area look more open at Rensselaer Library.

Evidence of continued safety training for staff and evaluation of current safety measures – Wheatfield staff reviewed basic first aid steps.

Goal 2 – JCPL will collaborate with community partners to contribute to an interesting, thriving, prosperous community.

Evidence of new and continued collaboration – continued participation in Rotary and Chamber of Commerce; held some Summer Reading programs in our local parks; worked with Jasper County Historical Society (JCHS) on research requests received from the community; doing research for JCHS Cemetery Walk at Rensselaer Library.

Increased volunteerism in the community – hosted Summer Reading Volunteer workshops; Director mentored a community member seeking their MLS and encouraged volunteering in Indiana libraries including JCPL where some hours were logged.

Increased awareness of community events – closed DeMotte Library (aside from Friends book sale) for Rotary Ramble, advertisements placed in lawn for Rotary Ramble.

Evidence of continued communication with community school students and faculty – Digital Access Cards distributed to schools in our service area; participated in Meet the Teacher Night at Wheatfield Elementary School; St. Augustine School has resumed library visits to Rensselaer Library; Renssealer Library marketed the library at the Back to School Fair.

Evidence of continued communication with community organizations, businesses, and government units – DeMotte Library - Story Time at DeMotte's Market in the Park, Alcoholics Anonymous began having meets at Library again, local Boy Scout troop helped set up for Friends book sale, Family Express & Casey's helped sponsor Summer Reading program with coupons for prizes, coordinated with Greg Fieldhouse to ensure bathrooms and water were available for Rotary Ramble; all 3 libraries had staff work the JCPL table in the Community

Building during the Jasper County Fair; local businesses and organizations shared and liked our Facebook/Instagram posts (DeMotte Market in the Park; Rensselaer Chamber; North Jasper Head Start; Appleseed Childhood Education; Alliance Bank; Discover Jasper County; Reinforcement Design); Rensselaer Library participated in Kids Night @ the Farmer's Market.

Evidence of increased donations and support for the library – book donations came flooding in after we moved to Phase 7.

Evidence of continued collaboration with other area libraries – IT Counterparts group members continue to communicate regarding technology in our libraries (ex – lease v. own copiers, VOIP issues, Cybersecurity Bill, Facebook Wifi for Business, Meraki Statistics, Hotspots); Director is serving on the Indiana Public Library Standards & Certification Advisory Committee; participated in Zoom roundtable of Northern Indiana Teen Roundtable.

Evidence of increased donations and support for the library – received Summer Reading donations from local businesses.

Increased attendance at library events – Summer Reading participation increased.

Goal 3 – JCPL will evaluate services and collections, and how they are marketed to the public.

Maintained or increased number of patron requests acted upon – purchased all patron requests when available.

Completed summer reading program evaluation – statistics for paper and Beanstack were compiled and discussions are planned to further evaluate.

Marketing materials made available to welcome centers for new residents – Community Connections continue to be made available at local businesses.

Evidence of new and expanded services – Beanstack made available for Summer Reading, planning to introduce new AWE tablets for in-library use, offered craft kits for adults, succulent gardening program for adults at DeMotte Library; all patron pcs were updated to Windows 10 and Office (365 and 2019); wide-angle webcams, Yeti Pro Microphones, and tripods were purchased for all conference rooms; using Zoom for patron programs and events.

Logo utilized on marketing and published materials – utilized on Summer Reading prize journals for teens and Beanstack bookmarks.

Goal 4 – JCPL engages its staff and community in lifelong learning.

Evidence of staff training on tech competencies and community engagement – staff and patrons completed Beanstack surveys, utilized Zoom for book discussions and management meetings, computer troubleshoots working with Sheila to create Niche Academy tutorials for 4 tech competencies, all staff completed Technology and Digital Literacy Confidence Assessment;

trained 40 staff at our 2021 Staff Development Day with content based upon our newly written Digital Literacy Plan; participated in Digipalooza Virtual Conference.

Increased awareness, promotion, & use of digital resources – promoted Beanstack online, in libraries, and in press releases.

Evidence of library events where citizens can discuss and learn in a positive environment – book discussions, author visits, Alcoholics Anonymous, Knit & Crotchet, succulent gardening.

Increased number of learning opportunities in technology, health, finance, security, life skills, literacy, civid-mindedness, and the arts – held macrame' crafting program at Wheatfield Library; offered Happy Trees Patriotic Painting at Rensselaer Library.

Evidence of continued digitization, making accessible interesting and/or historically significant items – prepared and filed ARPA grant for newspaper digitization and remote access; scanned, digitized, and ocr'ed (optical character recognition) *Colonel Mark Lindsay DeMotte* at DeMotte Library; another decade of obituaries completed at Rensselaer Library.

Director's Report
August 2021

Consent Agenda:

You will be approving the minutes of the August Board meeting, bills, and financial reports.

Salary Ordinance Update: **There are no updates this month.**

Policy Review: There are four policies up for review in September: Board By-Laws, Mission/Role/Values, Blu-ray/DVD Policy, and Group Visit Policy. We recommend minor revisions to Mission/Role/Values and the Blu-ray/DVD Policy. Please see R 10 and R 12. In Mission/Role/Values we have revised our list of items we provide access to. We no longer purchase computer software. We do provide access to streaming content. Additionally, we feel that digital age better describes the age in which we find ourselves. I have revised the sentence on the second page to better express how integrity comes into play in our values. In the Blu-ray and DVD Policy we recommend striking item #6 about $1.00 per day fines because we are now a Fine Free Library. We are not recommending any revisions to the Board By-Laws or the Group Visit Policy. **If you approve the Consent Agenda, you will approve revising Mission/Role/Values and the Blu-ray/DVD Policy as presented.**

General Business:

2022 Budget Hearing: You will hold your hearing for your 2022 Budget. I will bring copies of the budget in case anyone shows up to express a comment or concern.

Wheatfield Library Annual Report: Evie Parrish and Rachael Cavinder will present their annual report of impacts at the September Board meeting.

Digital Literacy Plan Adoption: Digital Literacy is vitally important in today's public library. Technology skills are essential skills for the 21st century library worker. For the past two years we have worked to develop a Digital Literacy Plan. The plan details our shared technology vision, our technology and digital literacy aspirations and pillars, and our key learning priorities with goals and objectives. I recommend that the Library Board adopt our Digital Literacy Plan, which will be our roadmap as we individually and collectively consider where we are, where we want/need to be, and how we will get there, technologically speaking. Please see R 14. The content for our Staff Development Day 2021 was based upon our Digital Literacy Plan.

DeMotte Parking Lot Project Update: On July 20 I received an email from Kim Kendrick, DeMotte Building Commissioner, that contained a memo from

Abonmarche showing that all items of concern had been addressed except for one. Abonmarche still had questions regarding the 'detention facility' (dry creek). In that same email we learned that we would need to schedule a Technical Advisory Committee (TAC) meeting before approval would be given. Harry sent a response to the questions raised by Abonmarche, and our TAC meeting was scheduled for September 1. Harry and I attended the meeting with Kim Kendrick, an Abonmarche representative, and some other town officials. The town officials are excited about our project. Abonmarche still had questions about the detention facility, so we talked that over. It seems that they didn't quite understand the particulars of a dry creek concept at first look. The discussion helped their understanding and after the discussion it seemed that everyone agreed that we could proceed. Harry did note a suggestion from Abonmarche to move the dry creek over a bit and a suggestion from Kim to change the depth of the pergola installation. I shared with the group that I would be reporting to the library board that Abonmarche and the Town of DeMotte were in agreement that we could proceed with our project as designed. I asked that Abonmarche send a memo indicating that the questions regarding the detention facility had been addressed as they had with the other items. They indicated that they would do that. I have not received the memo yet. Additionally, Harry sent an email to Kim on September 7 that contained his notes from the meeting. In it he acknowledged that the pergola foundations must be at least 36 inches deep and that the dry creek should be moved farther from the parking lot pavement to minimize and filter sand and salt form the parking lot. We are awaiting a response to his email. I have asked Harry to attend our October board meeting to review the activities of the past many weeks. I want to give Abonmarche and the Town of DeMotte time to respond in writing that we are good to go, assuming that they will. We will be ready to go out for bid after the October meeting. Harry feels that November/December is a good time to seek bids.

Director's Report:

Long Range Plan/Technology Plan Update: Please see R 20 for a quarterly report.

Rayann and I continued with Budget 2022 work in August. After the August 9 board meeting at which you voted to advertise the proposed budget, we uploaded the ad to Gateway as required.

I am serving on the Indiana Public Library Standards & Certification Advisory Committee. Our first meeting was in-person August 13 at the Avon Public Library and potential changes and updates were discussed. The second meeting was virtual on August 31. I was unable to attend that one due to our Staff Development Day, but a third meeting is anticipated later this fall. I am pleased to serve on the review committee.

Julie from Alliance Bank called to tell me about a September promotion that may benefit the library, Swipe for Story Time. One dollar will be set aside for library story times for a debit swipe in the month of September up to a limit of $10,500. Seven libraries stand to benefit. We are one of the seven. What a cool promotion! I thanked Julie for remembering the important work that we do with our story time programs.

System Administrator News

Sheila reports, "In preparation for Staff Development Day and the training to follow: edited Niche Academy Tutorials; finished Confidences in Niche Academy to have similar format for every tutorial; created shortcut and icon for Digital Literacy Plan Academy – currently only on Computer Troubleshooter desktops; emailed Computer Troubleshooters information on testing each tutorial out for accuracy and ease of use for staff; discussed Staff Development Day logistics with Pam (MCLS) and met with Patty regarding logistics and activities; tested Menti to ensure it works through our firewall; worked on Hands-On Scenarios; prepared Department Heads for Staff Development Day logistics; prepared laptops for use during Staff Development Day; wrote instructions for all staff to connect to Zoom; prepared Computer Troubleshooters for Staff Development Day; emailed initial Staff Development Day information; prepared Zoom troubleshooting tips; assisted with Zoom setup and adjustments before start of Staff Development Day; and assisted with the Experiential Learning segment.

Technical Services News

Becky reports, "I participated with Melissa Smith at the Rensselaer Back to School Fair, where we distributed hi-lighters to students. I signed up for TLC Ideas site and will probably suggest that Branch Managers also sign up. It is a place where we can add our desired upgrades, or new features we'd like to see. We can also "vote up" on suggestions by other libraries for features they'd like to see. I worked with Linda Poortenga to create groups and places to gather for Staff Development Day. I also printed and passed out packets to everyone at the Rensselaer Library."

DeMotte Library News

Shannon reports, "Patty E. facilitated the adult book discussion in person and via Zoom for the first time. We had patrons ask about using Zoom for the evening discussion and it worked out great. They were very happy to be able to participate. Marlene scanned, digitized, and ocr'ed (optical character recognition) *Colonel Mark Lindsay DeMotte*. She also made a "Tech Instructions" binder for the Circ desk to help us with our digital literacy learning. Marlene fixed one of Karla's desk drawers since we are without a maintenance person – teamwork! Autumn has started planning Preschool Stem and is very excited about doing this program. Crafts to Go will not be continued during the school year. Now, that we are back to in-person programming, we are going to discontinue crafts to go."

Rensselaer Library News

Linda reports, "The building is holding up; the HVAC system is in a constant ON position; until the weather cools to 70 degrees, and it can be taken offline for repair. A tree service is being scheduled to come out and trim up the River Birch on the southeast side of the building. Melissa Smith and Becky represented the library at the Rensselaer Back to School Fair held at the Brookside Park on Friday, August 6th.Nancy, two pages and a teen volunteer manned a library booth at the Kids Night @ the Farmers Market this year. It was a very hot evening but a well-attended event. Our first Combat Coffee meeting was held this month post COVID. The Veterans expressed great appreciation that they could get together again. Kari held a jar painting class this month. The men's book group took a hiatus for August, and the 4th Thursday group met via in person/Zoom/ and email to discuss Gail Honeyman's book, Eleanor Oliphant is Completely Fine."

Wheatfield Library News

Evie reports, "Senior staff and clerks participated in Staff Development Day. Linda and Evie spent time preparing for Staff Development Day. As the computer troubleshooters, they were responsible for ensuring each staff member had a computer and network connection to view the Zoom meeting, that presentations were printed out, thumb drives had documents on them for printing practice, etc. The day turned out to be a success, and staff felt the time and efforts were useful to their daily jobs. Rachael attended Meet Your Teacher Night at Wheatfield Elementary and visited the kindergarten and first grade classes for the first time since COVID. We have one tree in the back that is leaning needs to be removed before it falls. Jason has also asked to have a few of the maple trees removed, as they are overcrowded and look bad."

Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet. - Patty

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JCPL FINANCIAL STATEMENT
August 31, 2021

	Beginning 2021 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$986,255.79	$217,614.28	$1,525,630.16	$76,088.26	$1,470,057.95	$930,683.58
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$23,037.10	$770.37	$9,137.03	$850.00	$12,398.08	$26,298.15
DeMotte	$7,596.28	$24.59	$2,099.92	$0.00	$2,990.15	$8,486.51
Rensselaer	$13,051.35	$369.76	$4,502.30	$750.00	$6,859.15	$15,408.20
Wheatfield	$2,389.47	$376.02	$2,534.81	$100.00	$2,548.78	$2,403.44
Library Improvement Reserve Fund	$232,233.18	$0.00	$0.00	$20.37	$154.65	$232,387.83
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,276,263.01	$1,200.00	$5,967.84	$106.15	$991.60	$2,271,286.77
Includes Investments of: $2,108,410.46						
State Technology Fund Grant Fund	$1,101.29	$0.00	$12,474.00	$0.00	$17,448.98	$6,076.27
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$78.67	$0.00	$55.26	$0.66	$6.26	$29.67
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$2,000.00	$2,000.00	$0.00	$2,000.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,074.34	$63,632.50	$8,074.34	$63,632.50	$0.00
FICA Tax Collected	$0.00	$8,161.42	$66,319.52	$8,161.42	$66,319.52	$0.00
State Tax Collected	$0.00	$3,673.25	$29,818.62	$3,673.25	$29,818.62	$0.00
County Tax Collected	$0.00	$2,795.28	$22,759.36	$2,795.28	$22,759.36	$0.00
INPRS	$0.00	$3,016.32	$25,302.08	$3,016.32	$25,302.08	$0.00
Deferred Comp Plan	$0.00	$3,040.00	$23,970.00	$3,040.00	$23,970.00	$0.00
Pre-tax Insurance Plan	$0.00	$4,050.04	$32,830.53	$4,050.02	$33,058.52	$227.99
Life Insurance	$0.00	$336.66	$2,765.36	$336.64	$2,762.80	($2.56)
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,522,381.94	$254,731.96	$1,822,662.26	$110,212.71	$1,770,680.92	$3,470,400.60

F2

Bank Balances

Jasper County Public Library

Report as of: **8/31/2021**

	Bank	
1	Alliance Bank	$1,361,720.14
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,108,410.46
	Total all banks =	**$3,470,400.60**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/2017	$140.76	Jan-21
								$110.81	Feb-21
								$113.34	Mar-21
								$115.30	Apr-21
								$110.63	May-21
								$104.85	Jun-21
								$93.35	Jul-21
								$91.79	Aug-21

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	**$880.83**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **8/1/2021** *To* **8/31/2021**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$81,162.00	$0.00	$81,162.00	$6,763.46	$54,040.95	$27,121.05	33.4
1.12 SALARY OF ASSISTANTS	$1,205,452.00	$0.00	$1,205,452.00	$95,990.18	$780,492.83	$424,959.17	35.3
1.13 WAGES OF JANITORS	$98,306.00	$0.00	$98,306.00	$6,880.17	$56,461.86	$41,844.14	42.6
1.21 EMPLOYER'S SHARE-FICA	$105,946.00	$0.00	$105,946.00	$8,161.42	$66,319.52	$39,626.48	37.4
1.22 UNEMPLOYMENT COMPENSATION	$2,464.00	$0.00	$2,464.00	$0.00	$1,938.25	$525.75	21.3
1.23 EMPLOYER'S CONTRIB.- PERF	$124,140.00	$0.00	$124,140.00	$9,968.06	$81,029.88	$43,110.12	34.7
1.24 EMPLOYER'S CONTRIB.- INS.	$167,607.00	$0.00	$167,607.00	$11,788.16	$94,986.27	$72,620.73	43.3
Subtotal	*$1,785,077.00*		$1,785,077.00	$139,551.45	$1,135,269.56	$649,807.44	36.4
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$45.52	$454.48	90.9
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$21.12	$3,272.68	$3,727.32	53.2
2.21 CLEANING & SANITATION SUPPLIES	$7,000.00	$0.00	$7,000.00	$5.82	$4,296.69	$2,703.31	38.6
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$377.02	$2,588.80	$2,911.20	52.9
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$104.42	$1,395.58	93.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$69.31	$330.69	82.7
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$208.94	$541.06	72.1
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$656.49	$6,471.11	$10,028.89	60.8
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$1,060.45	$17,057.47	$22,692.53	57.1

3. Other Services and Charge

F3a

F3b

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$300.00	$3,930.00	$1,070.00	21.4
3.14 OTHER PROFESSIONAL SERVICES	$6,400.00	$0.00	$6,400.00	$48.96	$1,889.42	$4,510.58	70.5
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$4,667.03	$12,050.69	$6,949.31	36.6
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$8,924.97	$22,424.97	$9,075.03	28.8
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$13,000.00	$0.00	$13,000.00	$1,081.19	$8,636.09	$4,363.91	33.6
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$242.00	$1,758.00	87.9
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$816.93	$6,229.33	$13,770.67	68.9
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$30.00	$162.69	$8,837.31	98.2
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$69.52	$586.11	$1,213.89	67.4
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$1,128.98	$9,252.99	$76,067.01	89.2
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$200.00	$453.50	$346.50	43.3
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$1,147.94	$2,338.98	$1,161.02	33.2
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,500.00	$0.00	$27,500.00	$0.00	$14,917.50	$12,582.50	45.8
3.51 GAS	$25,000.00	$0.00	$25,000.00	$578.79	$9,364.31	$15,635.69	62.5
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$8,882.22	$61,097.47	$48,902.53	44.5
3.53 WATER	$3,500.00	$0.00	$3,500.00	$245.81	$2,742.18	$757.82	21.7
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$588.77	$4,701.49	$3,298.51	41.2
3.61 BUILDING & STRUCTURES	$117,000.00	$0.00	$117,000.00	$1,229.59	$31,713.39	$85,286.61	72.9
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$171.25	$328.75	65.8
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$13.03	$255.24	$44.76	14.9
3.91 DUES	$2,600.00	$0.00	$2,600.00	$52.00	$1,808.11	$791.89	30.5
3.93 TAXES & ASSESSMENTS	$2,100.00	$0.00	$2,100.00	$0.00	$418.00	$1,682.00	80.1
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3.98 MAINTENANCE/SERVICE CONTRACTS	$108,690.00	$0.00	$108,690.00	$32,584.10	$92,295.86	$16,394.14	15.1
Subtotal	*$603,430.00*		$603,430.00	$62,589.83	$287,981.57	$315,448.43	52.3
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$42,000.00	$0.00	$42,000.00	$1,449.74	$2,089.51	$39,910.49	95.0
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$8,690.24	$52,005.33	$97,994.67	65.3
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$295.50	$8,357.04	$8,142.96	49.4
4.53 NONPRINTED MATERIALS	$64,000.00	$0.00	$64,000.00	$3,977.07	$22,869.68	$41,130.32	64.3
Subtotal	*$272,500.00*		$272,500.00	$14,412.55	$85,321.56	$187,178.44	68.7
Grand Total	$2,700,757.00	$0.00	$2,700,757.00	$217,614.28	$1,525,630.16	$1,175,126.84	43.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F3C

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Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **8/1/2021** *To* **8/31/2021**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$450.00	$1,700.00	$8,300.00	83.0
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$750.00	$2,960.00	$27,040.00	90.1
3.61 BUILDING & STRUCTURES	$605,182.00	$0.00	$605,182.00	$0.00	$0.00	$605,182.00	100.0
Subtotal	*$645,182.00*		$645,182.00	$1,200.00	$4,660.00	$640,522.00	99.3
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$186,872.00	$0.00	$186,872.00	$0.00	$1,307.84	$185,564.16	99.3
Subtotal	*$186,872.00*		$186,872.00	$0.00	$1,307.84	$185,564.16	99.3
Grand Total	$832,054.00	$0.00	$832,054.00	$1,200.00	$5,967.84	$826,086.16	99.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 280 COVID: CARES Act mini-grant

Jasper County Public Library

Report Date: From **8/1/2021** ***To*** **8/31/2021**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
2. Supplies							
2.23 OTHER OPERATING SUPPLIES	$0.00	$0.00	$0.00	$72.00	$72.00	($72.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$72.00	$72.00	($72.00)	#Div/0!
3. Other Services and Charge							
3.145 DATABASES & LICENSING SERVICES	$0.00	$0.00	$0.00	$1,102.97	$1,102.97	($1,102.97)	#Div/0!
3.146 E-BOOKS SERVICES	$0.00	$0.00	$0.00	$825.03	$825.03	($825.03)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,928.00	$1,928.00	($1,928.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$2,000.00	$2,000.00	($2,000.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Voucher List

Jasper County Public Library

Report Date: From 8/1/2021 To 8/31/2021

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38241	485	4IMPRINT, INC.	8/9/2021	Promotional yardsticks, coin pouches, & umbrellas	$1,147.94
38242	486	AARON'S LAWN CARE	8/9/2021	Mowing & edging	$827.00
38243	487	AMAZON CAPITAL SERVICES	8/9/2021	NexiGo webcams, camera adapter, Square stands, iPads, state flags, light switch guards, plastic paper clips, light bulb, emergency window hammer	$1,421.30
38244	488	ANTHEM BLUE CROSS BLUE	8/9/2021	Health insurance premiums- August 2021	$14,463.90
38245	489	ANTHEM LIFE	8/9/2021	Life insurance premiums- August 2021	$113.60
38246	490	BAKER & TAYLOR	8/9/2021	Books, Continuations, AV, Auto. Yours, B & T Licenses	$10,856.80
38247	491	BAKER & TAYLOR ENTERTAIN	8/9/2021	AV	$2,135.41
38248	492	CAPITAL ONE	8/9/2021	Walmart: Library, janitorial, & maintenance supplies, hard drives	$276.75
38249	493	CARDINAL COPIER SOLUTION	8/9/2021	Quarterly maintenance agreement on DeMotte staff copier 4/2 - 7/1/21	$910.28
38250	494	CHICAGO TRIBUNE	8/9/2021	DeM & Rens: Newspaper subscriptions Acct# 20468938	$295.50
38251	495	COMMONWEALTH TECHNOLO	8/9/2021	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$1,241.54
38252	496	DELTA DENTAL	8/9/2021	Dental insurance premiums- August 2021	$572.04
38253	497	EDWARD P. DUMAS	8/9/2021	Legal Assistance: DeMotte parking lot project	$450.00
38254	498	FINDAWAY WORLD, LLC	8/9/2021	Playaways, Wonderbooks, Launchpads	$628.16
38255	499	GRAINGER	8/9/2021	US flags	$67.50
38256	500	JASPER NEWTON FOUNDATI	8/9/2021	Ad in 30th anniversary publication	$200.00
38257	501	KROGER GARDIS & REGAS, L	8/9/2021	Legal Assistance- COVID-19 Matters	$300.00
38258	502	MIDWEST TAPE	8/9/2021	AV, audiobook sleeves	$989.57
38259	503	NIMBO IP LLC	8/9/2021	Monthly Managed Service- July 2021	$815.00
38260	504	NITCO	8/9/2021	DeM: Local phone service August 2021	$139.67
38261	505	OLLIS BOOK CORPORATION	8/9/2021	Books	$874.46
38262	506	OVERDRIVE, INC.	8/9/2021	Deposit on Advantage & Consortium Accounts for future content purchases	$6,750.00
38263	507	THE PENWORTHY COMPANY	8/9/2021	Books	$1,304.75
38264	508	RAYANN GILMORE	8/9/2021	Mileage 4/12/21	$24.64
38265	509	RENSSELAER ROTARY CLUB	8/9/2021	2nd quarter dues & meals	$82.00
38266	510	THE LIBRARY CORPORATION	8/9/2021	Hosted System Sept 2021- Aug 2022; Library.Solution Software Support Sept 2021-Aug 2022; Its.Marc Sept 2021-Aug 2022; AV Access on Its.Marc Sept 2021-Aug 2022	$30,170.00
38267	511	TOWN OF DEMOTTE	8/9/2021	Technical Advisory Committee Meeting for DeMotte Library Parking Lot Project	$750.00
38268	512	VSP INSURANCE CO. (CT)	8/9/2021	Vision insurance premiums- August 2021	$214.74
38269	513	WELLS COUNTY PUBLIC LIBR	8/9/2021	Lost ILL item# 207852255	$87.19
0	514	PAYROLL	8/10/2021	PAYROLL	$56,334.33
0	515	CHRISTINA SANDERS	8/10/2021	Courier Mileage 7/15-7/31/21 (Conf. #1061)	$381.92
0	516	GREAT-WEST RETIREMENT	8/10/2021	Annuity Withheld 8/10/21 payroll (Ref. #925174943)	$1,520.00
0	517	INPRS fbo PERF	8/10/2021	INPRS Contributions 8/10/21 Payroll	$6,658.23
0	518	IRS USA TAXPAYMENT	8/10/2021	Federal Withholding, Medicare, & FICA withheld 8/10/21 Payroll & Ins. (Acknowledgement# 52823213)	$12,626.93
0	519	TOWN OF DEMOTTE	8/10/2021	Dem: Sewer & Water : July 2021 (Conf #1059)	$138.11
0	520	TOWN OF WHEATFIELD	8/10/2021	Wh: Sewer Service- August 2021 (Conf# 1060)	$77.35
38270	521	BUSINESS CARD	8/9/2021	Library supplies, background checks, books	$842.64
38271	522	CENTURYLINK	8/9/2021	Rens: Fax line service- August 2021	$60.47
38272	523	CULLIGAN WATER CONDITIO	8/9/2021	Wh: Water Cooler Rental- August 2021, 5-gallon drinking water- 4	$49.03
38273	524	DEMCO	8/9/2021	Library supplies	$182.70

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38274	525	DONNA BARKO	8/9/2021	Mileage 5/4-8/2/21	$63.17
38275	526	INDIANA WASTE SERVICE	8/9/2021	DeM. & Wh: Trash pick-up August 2021	$158.76
38276	527	LAURIE STEELE	8/9/2021	Read the Books database subscription 7/1/21-6/30/22	$940.00
38277	528	THE LOCK DOCTOR	8/9/2021	Wh: Rekey/Masterkey repair mortise cylinder on the lever lock	$200.00
38278	529	MIDWEST TAPE	8/9/2021	Hoopla: advance digital payment	$3,000.00
38279	530	NIPSCO	8/9/2021	DeM & Wh: Gas & electric service 6/29-7/29/21	$6,574.16
38280	531	OSBY WATER CONDITIONING	8/9/2021	Wh: Water softener chemicals & filters	$285.00
38281	532	QUILL LLC	8/9/2021	Name tags	$21.12
38282	533	TRUGREEN PROCESSING CE	8/9/2021	DeM. & Rens: Insect & disease control treatment	$202.59
38283	534	UNIQUE MANAGEMENT SERVI	8/9/2021	Collections: Initial/Secondary Placements- July 2021	$196.90
38284	535	WORLD BOOK INC.	8/9/2021	World Book database renewal: online- advance reference pkg library	$995.00
0	536	JASPER COUNTY PUBLIC LIB	8/13/2021	Correcting A/P Voucher #'s 14, 89, 105, 107, 163, & 165: COVID-19 expenses paid and then reimbursed with the CARES Act mini-grant Round 2	$0.00
0	537	PAYROLL	8/25/2021	PAYROLL	$53,299.48
0	538	AFLAC	8/25/2021	Supplemental Insurance August 2021 (Conf #1065)	$810.58
0	539	ALLIANCE BANK	8/25/2021	Direct Deposit Fees - July 2021	$38.80
0	540	CENTURYLINK	8/25/2021	Wh: Fax line August 2021(Conf# 1063)	$66.05
0	541	CHRISTINA SANDERS	8/25/2021	Courier Mileage 8/1-8/15/21 (Conf. #1062)	$347.20
0	542	CITY OF RENSSELAER	8/25/2021	Rens: Utilities: 7/8 - 8/6/21 (Conf #150442320)	$3,311.21
0	543	GREAT-WEST RETIREMENT	8/25/2021	Annuity Withheld 8/25/21 payroll (Ref. #929062730)	$1,520.00
0	544	INDIANA DEPARTMENT OF RE	8/25/2021	State & County Taxes withheld August 2021 Payrolls (Conf #0-003-821-839)	$6,468.53
0	545	INPRS fbo PERF	8/25/2021	INPRS Contributions 8/25/21 Payroll	$6,326.15
0	546	IRS USA TAXPAYMENT	8/25/2021	Federal Withholding, Medicare, & FICA withheld 8/25/21 Payroll & Ins. (Acknowledgement# 13618610)	$11,770.25
0	547	SPRINT	8/25/2021	Hotspot Data Service 7/12 - 8/11/21 (Conf #1064)	$1,128.98
0	548	ALLIANCE BANK	8/31/2021	Positive Pay Fee- August 2021	$15.00
0	549	SQUARE, INC	8/31/2021	Merchant Processing Fees- August 2021	$11.58

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$254,731.96**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, September 2, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $254,731.96

Date this 13th **day of** September **,20**21.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
August 31, 2021

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$727.59	$4,363.06
DeMotte	$228.71	$1,189.88		
Rensselaer	$313.85	$2,226.31		
Wheatfield	$185.03	$946.87		
PHOTOCOPIES:			$590.05	$5,255.14
DeMotte	$200.00	$1,725.35		
Rensselaer	$312.75	$2,788.24		
Wheatfield	$77.30	$741.55		
INTEREST (Checking, Repurchase, CDs):			$90.73	$586.03
TAXES:			$74,670.50	$1,458,715.51
Property Tax	$0.00	$786,719.17		
LOIT	$17,903.58	$143,228.64		
License Excise Tax	$0.00	$64,265.11		
Financial Institution Tax	$0.00	$1,914.23		
CVET(Commercial Vehicle Excise)	$0.00	$8,453.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$56,766.92	$454,135.36		
TAXABLE SALES:-			$9.39	$34.86
REFUNDS:			$0.00	$1,103.35
Rebates/Refund	$0.00	$898.42		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$0.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$204.93		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$76,088.26**	**$1,470,057.95**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$850.00	$12,398.08
DeMotte	$0.00	$2,990.15		
Rensselaer	$750.00	$6,859.15		
Wheatfield	$100.00	$2,548.78		
LIB. IMPROV. RESERVE FUND:			$20.37	$154.65
Interest Earned	$20.37	$154.65		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$106.15	$991.60
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$106.15	$991.60		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$17,448.98
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$0.66	$6.26
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$2,000.00
SUB-TOTAL (page 1)			**$77,065.44**	**$1,503,057.52**

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WITHHOLDING ACCOUNT FUNDS:			$33,147.27	$267,623.40
FIT Tax Collected	$8,074.34	$63,632.50		
FICA Collected	$8,161.42	$66,319.52		
State Tax Collected	$3,673.25	$29,818.62		
County Tax Collected	$2,795.28	$22,759.36		
INPRS	$3,016.32	$25,302.08		
Deferred Comp Plan	$3,040.00	$23,970.00		
Pre-tax Insurance Plan	$4,050.02	$33,058.52		
Life Insurance	$336.64	$2,762.80		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$110,212.71**	**$1,770,680.92**

F6a

Voucher List

Jasper County Public Library

Report Date: From **9/1/2021** *To* **9/13/2021**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	550	PAYROLL	9/10/2021	PAYROLL	$61,049.79
0	551	CHRISTINA SANDERS	9/10/2021	Courier Mileage 8/15-8/31/21 (Conf. #1066)	$347.20
0	552	GREAT-WEST RETIREMENT	9/10/2021	Annuity Withheld 9/10/21 payroll (Ref. #933132702)	$1,520.00
0	553	INPRS fbo PERF	9/10/2021	INPRS Contributions 9/10/21 Payroll	$7,204.50
0	554	IRS USA TAXPAYMENT	9/10/2021	Federal Withholding, Medicare, & FICA withheld 9/10/21 Payroll & Ins. (Acknowledgement# 61380743)	$13,836.06
0	555	TOWN OF DEMOTTE	9/10/2021	Dem: Sewer & Water : August 2021 (Conf #1067)	$142.95
0	556	TOWN OF WHEATFIELD	9/10/2021	Wh: Sewer Service- September 2021 (Conf# 1068)	$77.35
38285	557	AARON'S LAWN CARE	9/13/2021	Mowing & edging; Landscape clean up	$1,260.00
38286	558	ADVANCED IMAGING SOLUTIO	9/13/2021	Quarterly maintenance agreement on patron copiers	$611.79
38287	559	AMAZON CAPITAL SERVICES	9/13/2021	NexiGo webcam W/microphone, Blue Yeti USB microphone, 3 Amazon Basics lighweight cameras tripod w/bag, NexiGo Pro HD USB computer camera	$1,178.12
38288	560	ANTHEM BLUE CROSS BLUE S	9/13/2021	Health insurance premiums- September 2021	$14,463.90
38289	561	ANTHEM LIFE	9/13/2021	Life insurance premiums- September 2021	$113.60
38290	562	BAKER & TAYLOR	9/13/2021	Books, Continuations, AV, Auto. Yours	$11,473.61
38291	563	BAKER & TAYLOR ENTERTAIN	9/13/2021	AV	$2,479.86
38292	564	CAPITAL ONE	9/13/2021	Walmart: Library, janitorial, & maintenance supplies; summer reading prize	$41.37
38293	565	CENTURION TECHNOLOGIES	9/13/2021	Smart Shield licenses & annual maintenance	$197.20
38294	566	DELTA DENTAL	9/13/2021	Dental insurance premiums- Septembert 2021	$572.04
38295	567	FINDAWAY WORLD, LLC	9/13/2021	Playaways, Wonderbooks	$734.37
38296	568	KARI LENTINO	9/13/2021	Mileage 11/4/21 - 08/25/21	$25.73
38297	569	KROGER GARDIS & REGAS, LL	9/13/2021	Legal Assistance- COVID-19 Matters	$450.00
38298	570	MIDWEST TAPE	9/13/2021	AV	$524.86
38299	571	NANETTE SPEACHT	9/13/2021	Mileage 4/23/21: ASK Meeting	$24.64
38300	572	NIMBO IP LLC	9/13/2021	Monthly Managed Service- August 2021	$815.00
38301	573	NIPSCO	9/13/2021	DeM & Wh: Gas & electric service 7/30-8/30/21	$6,907.17
38302	574	NITCO	9/13/2021	DeM: Local phone service September 2021	$139.67
38303	575	OFFICE DEPOT	9/13/2021	Janitorial, office, library, & maintenance supplies	$440.25
38304	576	PATTY STRINGFELLOW	9/13/2021	Mileage 8/13 - 9/1/21	$130.48
38305	577	PEGGY MICHELIN	9/13/2021	Mileage 10/28/20-8/30/21	$9.89
38306	578	POST TRIBUNE	9/13/2021	DeM & Rens: Newspaper subscriptions Acct# 44365252	$147.50
38307	579	PRECISION CONTROL SYSTE	9/13/2021	Rens: HVAC repairs	$1,098.50
38308	580	QUILL LLC	9/13/2021	Office, library, & janitorial supplies, Name tag	$248.26
38309	581	RENSSELAER PARKS DEPART	9/13/2021	Scarecrow Trail Contest Registration	$25.00
38310	582	THE LIBRARY CORPORATION	9/13/2021	NCIP Software: July 2021 - June 2022; Reports License: July 2021-June 2022	$854.00
38311	583	THE TIMES	9/13/2021	WH: Newspaper subscription renewal 9/29/21-9/27/22 Acct# 170-000037838	$343.99
38312	584	VSP INSURANCE CO. (CT)	9/13/2021	Vision insurance premiums- August 2021	$417.55
38313	585	BUSINESS CARD	9/13/2021	Library & Maintenance supplies, Staff Development Day Supplies, Books, Domanin renewal	$395.06
38314	586	BUSINESS MANAGEMENT DAI	9/13/2021	Manager's Legal Bulletin (acct# 43590832)	$159.00
38315	587	CAPITAL ONE	9/13/2021	Kem's: Maintenance Supplies	$16.98
38316	588	CENTURYLINK	9/13/2021	Rens: Fax line service- September 2021	$60.47
38317	589	CULLIGAN WATER CONDITIO	9/13/2021	Wh: Water Cooler Rental- August 2021	$13.03
38318	590	ENA SERVICES LLC	9/13/2021	Internet Service- July 2021	$1,782.00
38319	591	GRAINGER	9/13/2021	Rubbing Alcohol, Batteries, Light Bulbs	$150.76
38320	592	ACE HARDWARE	9/13/2021	Maintenance Supplies	$28.91

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38321	593	HR SPECIALIST	9/13/2021	HR Specialist newsletter subscription Acct# 43743204	$199.00
38322	594	INDIANA WASTE SERVICE	9/13/2021	DeM. & Wh: Trash pick-up September 2021	$158.76
38323	595	KANKAKEE VALLEY PUBLISHI	9/13/2021	Readers Choice Thank You ad	$40.00
38324	596	MIDWEST COLLABORATIVE F	9/13/2021	Digital Literacy Leaning Plan Consulting and Staff Development Day	$1,350.00
38325	597	NANCY PHILLIPS	9/13/2021	Glo fish for Fish Tank	$26.97
38326	598	PRECISION CONTROL SYSTE	9/13/2021	Rens: HVAC repairs	$427.74
38327	599	SIMPLIFY COMPLIANCE LLC	9/13/2021	Great Lakes Employment Law Letter subscription	$511.00
38328	600	UNIQUE MANAGEMENT SERVI	9/13/2021	Collections: Initial/Secondary Placements- August 2020 & August 2021	$26.85
38329	601	USA TODAY #8872	9/13/2021	Wh: Newspaper subscriptions Acct# UT4209466	$340.14
38330	602	KAPCO	9/13/2021	Library supplies	$40.72

Total Amount of Claims **$135,633.59**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 13, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$135,633.59**

Date this 13th **day of** September **,20**21.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

O
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T.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, October 11, 2021, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of September Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10, R 12)

General Business

Budget 2022 Adoption (R 16)	Action
DeMotte Parking Lot Project (R 16)	Action
American Rescue Plan Grant Award/Contract (R 17)	Action
NEW Service - Curbside Service (R 17)	Action
Advanced Tax Draw Resolution (R 18)	Action
2022 Slate of Officers (R 18)	Information

Director's Report (R 16–R 20)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **September 13, 2021**
Jasper County Public Library Board of Trustees **Wheatfield Library**
6:00 PM

Present: Natalie Waling, Mark Heinig, Kevin Kaluf, Julie Davidson, Patricia Stringfellow, Rayann Gilmore, Evie Parrish, Rachael Cavinder
Absent: Janet Umlauf, Janelle Harper, Kristie Housman

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda Items including the August Board Meeting Minutes, bills/financial reports, Board By-Laws review, Group Visit Policy review, Mission/Role/Values revisions, and Blu-ray/DVD Policy revisions were approved as presented on a motion by J. Davidson, seconded by N. Waling. Motion passed.

2022 Budget Hearing: No citizens were in attendance for the hearing with questions or concerns on the proposed budgets. The President deemed the hearing closed.

Wheatfield Library Annual Report: Rachael Cavinder, Children's Specialist, shared that we are still navigating our services/programming in this COVID world. We have tried new things, we have been able to go back to "normal" in some respects, and we are continuing some services that were introduced during the pandemic that have been popular. In June, we were able to partner with the Town of Wheatfield to use Centennial Park for our Summer Reading programs and Story times. The Pavilion was a life saver as we had to deal with rain frequently. We did have to reschedule one program because of the rain as the performer requested to be inside, out of the elements as there were animals. The town was very accommodating as they unlocked the restrooms and had everything looking nice for our programs. Prior to Summer Reading, we reached out to a few businesses here in Wheatfield in hopes of getting some coupons as incentives for the children/teens. We did add a few new coupons this year, including Stowers Grocery and Cakes n Cups (a new local bakery here in Wheatfield). It's exciting to be able to offer more reading incentives to the kids. Pre-Covid, Rachael visited about 8-9 classrooms per month at Wheatfield Elementary. During last year, because of no visitors allowed in the school, she was able to read to about 8-9 classes via Zoom. This year visits have increased to 19 classes per month. Rachael reported, "I was able to visit in August, and it was wonderful! During my visit, I read a story, share new items in the children's collection, give out bookmarks, and share any library news. It's always exciting to see some of those kids come into the library looking for a new book that I shared with them." She was asked this year to man a table at their Meet Your Teacher Night back in August. And in October, they have asked her to partner with Stephanie Hazlett of Title 1 to man a booth at the Science Fair they will be hosting. She also looks forward to their Book Fair in February, where she has been selected as one of several Book Fair judges for the past few years. A service we started when we couldn't offer in-house programming was Storytime Kits. We currently have 9 Storytime kits that preschoolers can check out (tiger, panda, unicorn, monkey, fish, bird, space rockets, Pete the Cat, and frog). These kits include 2 books on the subject, a picture of the craft, the craft pieces used to make the craft, and an activity sheet. The parents and kids really love these take home kits. We also have seasonal/holiday kits for preschoolers as well as children in grades k-5. We currently have a Fall/autumn kit for these age groups, as well as a soccer kit for preschoolers.

Evie Parrish, Branch Manager, reported we are finally feeling like we are back to "normal." Some patrons are finding their way back to the library for the first time since COVID, and we are programming like we were before the pandemic. Before we were offering in-house programs, we tried to engage patrons through interactive displays on our art wall – we had a Cubs v. Sox display where patrons voted on which team they liked, a Mother's Day butterfly photo opportunity, and life-sized animals for Summer Reading. Carolynn and Evie are now planning Friday night programs again, which are popular in our community – Carolynn is doing craft programs and Evie has scheduled some Nerf Nights in October and November. Our monthly book discussion groups are going well also. Our numbers for adult Summer Reading participants were down a bit this year, mostly because many are older and did not want to bother with Beanstack, but we have been telling quite a few patrons about our digital services lately, specifically ebooks/eaudiobooks and PrinterOn. And we've had two people this last week trying to check out physical materials with their Digital Access Cards, which sounds like a bad thing, but tells us that we are getting new people coming in. We also recently had a patron leave a nice review about us on Google saying, "Staff is so knowledgeable and extremely helpful. Love the classes they offer too. Always a good experience going to Wheatfield Library." The building and facilities are holding up. We have a few trees to remove, but everything else outside is flourishing, and Jason and the two janitors, Margaret and Christina, do an excellent job of keeping things tidy and functioning inside. Evie shared she is slowly researching a "dream" she has of creating a sensory playground/garden on the property. She is hoping to be able to connect with some other local organizations, including the KV Garden Club and our Friends group, to move forward in the near future. Evie is still involved with the Wheatfield Chamber of Commerce and has taken on the role of Secretary/Treasurer, as well as in charge of the vendors for the Sandhill Crane Festival.

Digital Literacy Plan Adoption: Digital Literacy is vitally important in today's public library. Technology skills are essential skills for the 21st century library worker. For the past two years we have worked to develop a Digital Literacy Plan. The plan details our shared technology vision, our technology and digital literacy aspirations and pillars, and our key learning priorities with goals and objectives. We recommend that the Library Board adopt our Digital Literacy Plan, which will be our roadmap as we individually and collectively consider where we are, where we want/need to be, and how to get there, technologically speaking. M Heinig moved to adopt the Digital Literacy Plan, seconded by N. Waling. Motion passed.

DeMotte Parking Lot Project Update: On July 20 we received an email from Kim Kendrick, DeMotte Building Commissioner, that contained a memo from Abonmarche showing that all items of concern had been addressed except for one. Abonmarche still had questions regarding the 'detention facility' (dry creek). In that same email we learned that we would need to schedule a Technical Advisory Committee (TAC) meeting before approval would be given. Harry Mohler, the Library's architect, sent a response to the questions raised by Abonmarche, and our TAC meeting was scheduled for September 1. Harry and Patty attended the meeting with Kim Kendrick, an Abonmarche representative, and some other town officials. The town officials are excited about our project. Abonmarche still had questions about the detention facility, so we talked that over. It seems that they didn't quite understand the particulars of a dry creek concept at first look. The discussion helped their understanding and after the discussion it seemed that everyone agreed that we could proceed. Harry did note a suggestion from Abonmarche to move the dry creek over a bit and a suggestion from Kim to change the depth of the pergola installation. Patty shared with the group that she would be reporting to the library board that Abonmarche and the Town of DeMotte were in agreement that we could proceed with our project as designed. She asked that Abonmarche send a memo indicating that the questions regarding the detention facility had been addressed as they had with the other items. They indicated that they would do that. The memo has not been received yet. Additionally, Harry sent an email to Kim on September 7 that contained his noted from the meeting. In it he acknowledged that the pergola foundations must be at least 36 inches deep and that the dry creek should be moved farther from the parking lot pavement to minimize and filter sand and salt from the parking lot. We are awaiting a response to his email. Patty has asked Harry to attend the October board meeting to review the activities of the past many weeks. We should be ready to go out for bid after the October meeting. Harry feels that November/December is a good time to seek bids.

Director's Report: P. Stringellow reported the Long Range Plan/Technology Plan quarterly report is included in the board packet this month. We received a letter from the county indicating the work has been finished to combine the parcels at the DeMotte Library. We now only have one parcel at the DeMotte Library instead of fourteen. An additional $5000 was added to the Roeing Contract to see us through to the end of the year.

Adjournment: With no further matters for discussion J. Davidson moved to adjourn the meeting at 6:25 PM, seconded by K. Kaluf.

Mark Heinig, Secretary Pro-Tem

Attest: K. Kaluf, President

CIRCULATION BY HOLDINGS CODE
September 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	13	1	2	16
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	21	8	0	29
Blu-Ray (DBR)	116	3	6	125
Books on CD (DBKCD)	47	3	7	57
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	31	0	0	31
Digital Audiobooks (DDA)	18	3	0	21
DVD (DDVD)	857	64	60	981
Equipment (DEQP)	34	0	0	34
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	324	22	15	361
Fiction Fantasy (DFICF)	6	0	0	6
Fiction Inspirational (DFICI)	85	0	0	85
Fiction Mystery (DFICM)	73	13	2	88
Fiction New (DFICNEW)	426	24	15	465
Fiction Science Fiction (DFICSF)	5	0	1	6
Fiction Western (DFICW)	2	1	1	4
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	17	6	3	26
Hanging Bags (DHANG)	11	1	0	12
Hotspots (DWIFI)	7	22	3	32
ILL (DILL)	45	2	0	47
Internet (DINTER)	407	0	0	407
Juv. Audio book (DJAUDB)	18	1	2	21
Juv. Biography (DJBIO)	32	2	3	37
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	19	0	0	19
Juv. Digital Device (DJDDP)	8	2	0	10
Juvenile Easy (DJE)	702	62	69	833
Juv. Easy Non-fiction (DJENF)	82	5	8	95
Juv. Easy Reader (DJER)	398	23	8	429
Juv. Easy Reader NF (DJERN)	10	0	0	10
Juv. Fiction (DJFIC)	442	21	33	496
Juv. Graphic Novel (DJGN)	89	7	9	105
Juv. Holiday books (DJHOL)	82	3	1	86
Juv. Launchpads (DPTAB)	9	0	0	9
Juv. Magazine (DJMAG)	11	0	0	11
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	191	12	24	227
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	160	10	4	174
Large Print Fiction (DLPF)	78	7	6	91
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	89	4	5	98
Large Print Nonfic (DLPNF)	2	0	0	2
Large Print Western (DLPW)	5	0	1	6
Magazine (DMAG)	356	4	0	360
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	3	0	2	5
Nonfiction 100 (DNF100)	14	4	1	19
Nonfiction 200 (DNF200)	13	3	1	17
Nonfiction 300 (DNF300)	22	2	7	31
Nonfiction 400 (DNF400)	2	0	2	4
Nonfiction 500 (DNF500)	17	6	1	24
Nonfiction 600 (DNF600)	47	3	14	64
Nonfiction 700 (DNF700)	35	4	3	42
Nonfiction 800 (DNF800)	5	3	2	10
Nonfiction 900 (DNF900)	26	1	2	29
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	24	2	4	30
Nonfiction (DNFIC)	11	0	0	11
Nonfiction New (DNFNEW)	110	5	14	129
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	1	0	2
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	3	0	0	3
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	80	0	80
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	15	0	0	15
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	1	0	1
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	106	4	3	113
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	14	0	1	15
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	2	0	0	2

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	21	0	22
Blu-Ray (RBR)	9	281	4	294
Books on CD (RBKCD)	6	35	7	48
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	60	3	66
Digital Audiobooks (RDA)	0	25	1	26
DVD (RDVD)	90	1234	65	1389
Equipment (REQP)	0	3	0	3
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	20	350	14	384
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	28	313	22	363
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	3	71	16	90
Hanging Bag (RHANG)	0	36	0	36
Hotspots (RWIFI)	5	26	8	39
ILL (RILL)	0	20	0	20
Internet (RINTER)	0	366	0	366
Juv. Audio book (RJAUDB)	0	22	1	23
Juv. Biography (RJBIO)	4	13	3	20
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	17	1	18
Juv. Digital Device (RJDDP)	0	12	0	12
Juvenile Easy (RJE)	36	403	25	464
Juv. Easy Non-fiction (RJENF)	0	70	2	72
Juv. Easy Reader (RJER)	10	265	2	277
Juv. Easy Reader NF (RJERN)	0	23	0	23
Juv. Fiction (RJFIC)	24	424	15	463
Juv. Graphic Novel (RJGN)	12	81	7	100
Juv. Launchpads (RPTAB)	0	2	0	2
Juv. Magazine (RJMAG)	0	0	0	0
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	10	282	9	301
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	2	0	2
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	5	126	0	131
Large Print Fiction (RLPF)	1	128	1	130
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	1	172	4	177
Large Print Nonfic (RLPNF)	0	12	0	12
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	119	0	119
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	1	4	5
Non-Fiction 100 (RNF100)	0	9	0	9

Non-Fiction 200 (RNF200)	4	8	0	12
Non-Fiction 300 (RNF300)	3	38	2	43
Non-Fiction 400 (RNF400)	1	2	0	3
Non-Fiction 500 (RNF500)	2	19	3	24
Non-Fiction 600 (RNF600)	7	85	22	114
Non-Fiction 700 (RNF700)	2	40	5	47
Non-Fiction 800 (RNF800)	1	4	1	6
Non-Fiction 900 (RNF900)	0	20	3	23
Nonfiction Blu-Ray (RNFBR)	8	2	0	10
Nonfiction DVD (RNFDVD)	3	42	6	51
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	18	112	24	154
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	5	0	5
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	4	0	4
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	63	4	8	75
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	1	39	40
STEAM Kits (RSTEAM)	0	1	2	3
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	0	1
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	4	45	2	51
YA Music CD (RYACD)	0	9	0	9
YA Nonfiction (RYANF)	0	0	1	1
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	0	6	6
Blu-Ray (WBR)	9	3	84	96
Books on CD (WBKCD)	16	16	66	98
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	4	3	46	53
Digital Audiobooks (WDA)	1	3	8	12
DVD (WDVD)	56	36	868	960
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	15	15	134	164
Fiction Fantasy (WFICF)	1	2	25	28
Fiction Inspirational (WFICI)	4	0	72	76
Fiction Mystery (WFICM)	4	3	56	63

Fiction New (WFICNEW)	30	16	151	197
Fiction Science Fiction (WFICSF)	0	2	9	11
Fiction Western (WFICW)	0	0	4	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	2	10	12	24
Hanging Bags (WHANG)	0	1	27	28
Hotspots (WWIFI)	1	28	17	46
ILL (WILL)	3	1	21	25
Internet (WINTER)	0	0	111	111
Juv. Audio book (WJAUDB)	0	0	15	15
Juv. Biography (WJBIO)	0	0	9	9
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	11	11
Juv. Digital Device (WJDDP)	0	3	3	6
Juvenile Easy (WJE)	51	16	385	452
Juv. Easy Non-fiction (WJENF)	1	3	42	46
Juv. Easy Reader (WJER)	11	2	156	169
Juv. Easy Reader NF (WJERN)	0	0	4	4
Juv. Fiction (WJFIC)	68	16	278	362
Juv. Graphic Novel (WJGN)	7	2	87	96
Juv. Launchpads (WPTAB)	0	0	3	3
Juv. Magazine (WJMAG)	0	0	17	17
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	23	5	125	153
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	4	2	157	163
Large Print Fiction (WLPF)	7	11	56	74
Large Print Inspirational (WLPI)	2	3	12	17
Large Print Mystery (WLPM)	0	1	2	3
Large Print New (WLPN)	11	10	75	96
Large Print Nonfic (WLPNF)	1	2	12	15
Large Print Western (WLPW)	0	0	2	2
Magazine (WMAG)	7	1	98	106
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	1	0	6	7
Non-Fiction 200 (WNF200)	1	0	13	14
Non-Fiction 300 (WNF300)	1	2	12	15
Non-Fiction 400 (WNF400)	1	0	0	1
Non-Fiction 500 (WNF500)	0	6	7	13
Non-Fiction 600 (WNF600)	4	7	55	66
Non-Fiction 700 (WNF700)	1	0	17	18
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	4	1	17	22
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	10	2	35	47
Nonfiction (WNFIC)	1	0	0	1
Nonfiction New (WNFNEW)	17	6	57	80
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	1	1
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	7	7
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	12	17	65	94
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	1	1
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	6579	6180	4248	17007

CIRCULATION BY HOLDINGS CODE
September 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	13	1	2	16
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	22	29	6	57
Blu-Ray (BR)	143	289	94	526
Books on CD (BKCD)	69	54	80	203
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	38	63	49	150
Digital Audiobooks (DA)	19	31	9	59
DVD (DVD)	1003	1334	993	3330
Equipment (EQP)	34	3	0	37
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	359	387	163	909
Fiction Fantasy (FICF)	7	2	25	34
Fiction Inspirational (FICI)	89	0	72	161
Fiction Mystery (FICM)	77	16	58	151
Fiction New (FICNEW)	484	353	188	1025
Fiction Science Fiction (FICSF)	5	2	10	17
Fiction Western (FICW)	2	1	5	8

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	22	87	31	140
Hanging Bags (HANG)	11	38	27	76
Hotspots (WIFI)	13	76	28	117
ILL (ILL)	48	23	21	92
Internet (INTR)	407	366	111	884
Juv. Audio book (JAUDB)	18	23	18	59
Juv. Biography (JBIO)	36	15	15	66
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	19	17	12	48
Juv. Digital Device (JDDP)	8	17	3	28
Juvenile Easy (JE)	789	481	479	1749
Juv. Easy Non-Fiction (JENF)	83	**78**	52	213
Juv. Easy Reader (JER)	419	290	166	875
Juv. Easy Reader NF (JERN)	10	23	4	37
Juv. Fiction (JFIC)	534	461	326	1321
Juv. Graphic Novel (JGN)	108	90	94	292
Juv. Holiday (JHOL)	82	3	1	86
Juv. Launchpads (PTAB)	9	2	3	14
Juv. Magazine (JMAG)	11	0	17	28
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	224	299	158	681
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	2	0	2
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	169	138	161	468
Large Print Fiction (LPF)	86	146	63	295
Large Print Inspirational (LPI)	2	3	12	17
Large Print Mystery (LPM)	0	1	2	3
Large Print New (LPN)	101	186	84	371
Large Print Nonfic (LPNF)	3	14	12	29
Large Print Western (LPW)	5	0	3	8
Magazine (MAG)	363	124	98	585
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	3	1	10	14
Non-Fiction 100 (NF100)	15	13	7	35
Non-Fiction 200 (NF200)	18	11	14	43
Non-Fiction 300 (NF300)	26	42	21	89
Non-Fiction 400 (NF400)	4	2	2	8
Non-Fiction 500 (NF500)	19	31	11	61
Non-Fiction 600 (NF600)	58	95	91	244
Non-Fiction 700 (NF700)	38	44	25	107
Non-Fiction 800 (NF800)	6	7	6	19
Non-Fiction 900 (NF900)	30	22	22	74
Non-Fiction Blu-Ray (NFBR)	9	2	0	11
Non-Fiction DVD (NFDVD)	37	46	45	128
Nonfiction (NFIC)	12	0	0	12
Nonfiction New (NFNEW)	145	123	95	363
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	0	0	2
Professional Coll. (PROF)	0	2	0	2

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	1	6	1	8
Reference (REF)	25	10	38	73
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	3	4	2	9
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	63	4	8	75
SRCS (From other libraries III-SRC	0	80	0	80
SRCS (SRCSW) Wheatfield	0	1	39	40
STEAM Kits (STEAM)	15	1	9	25
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	2	1	3
YA Biography (YAB)	1	0	1	2
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	122	66	70	258
YA Music CD (YACD)	0	9	0	9
YA Nonfiction (YANF)	14	0	3	17
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	2	0	0	2
				0
Free reads	200	161	69	430
Games/Puzzles	48	0	23	71
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6860	6353	4369	17582

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1419	1258	754	3431
Nonfiction	477	473	383	1333
CHILDREN'S BOOKS				
Fiction	2042	1484	1232	4758
Nonfiction	425	397	226	1048
YA BOOKS				
Fiction	144	153	101	398
Nonfiction	15	0	4	19
Preloaded Dig Dev, Child	9	2	3	14
Magazines, Adult	363	124	98	585
Magazines, Children	11	0	17	28
Sound Recordings, adult	126	150	140	416
Sound Recordings, ch	48	87	57	192
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	63	85	47	195
STEAM Kits	15	1	9	25

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1193	1677	1133	4003
Equipment	47	79	28	154
Total	6397	5970	4232	16599
A-V Circulation	1367	1914	1330	4611
A-V Circulation as % of total	21.4%	32.1%	31.4%	27.8%

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

September 2021

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	267	58	193	42	332	72	792	172
LOCAL HISTORY								
In person	3	1	9	3	0	0	12	3
Letters written	6	6	15	15	0	0	21	21
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	407	17	366	15	111	5	884	37
Internet use-Wireless	1110		1140		510		2760	
VCR Use	0	0	0	0	0	0	0	0
Microforms	1	0	14	2	0	0	15	2
Public FAX24	30		21		40		91	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	1	0	0	0	1	0
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	4		5		0		9	
Outreach activities	19	19	0	0	0	0	19	13
Meeting Room Use (no. of group	33	11	30	10	25	8	88	29
Study room use	28	2	14	1	23	2	65	5
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2781	
IN-HOUSE USE ITEMS	230		101		60		391	
SELF-CHECKOUT USE	30		365		2		397	
INTERLIBRARY LOANS								
Requests made for:	30	8	16	4	39	10	85	21
Items rec'd for:	25	13	10	5	38	19	73	37
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	6337	10599	3986	20922
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	207	423	96	726
Number of New Patrons Added	35	40	15	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	1	6	0	0	0	0	1	6

Children's Programs (0-13)	9	54	10	60	10	60	29	174
Number attending	122		74		382		578	
YA Programs (14-17)	1	6	2	12	1	6	4	24
Number attending	4		2		2		8	
Adult Programs	5	30	3	18	1	6	9	54
Number attending	101		42		50		193	
Senior Citizen Programs	4	24	3	18	4	24	11	66
Number attending	18		28		31		77	
Total Number of Programs	**20**	120	**18**	108	**16**	96	**54**	324
Total Persons Attending	**245**		**146**		**465**		**856**	
Total Attending Same Month Last Yr.	0		0		0		0	
Total Staff Hours Spent		254		205		212	671	664
Total Number of In-House Program	**17**		**18**		**11**		**46**	
Total Attendance	**178**		**146**		**97**		**421**	
Total Number of Outreach Progran	**3**		**0**		**5**		**8**	
Total Attendance	**67**		**0**		**368**		**435**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4575	71.3%	3961	66.3%	3035	71.8%	11571	69.6%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	63	1.0%	125	2.1%	40	0.9%	228	1.4%
Juvenile-AV	507	7.9%	500	8.4%	434	10.3%	1441	8.7%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	87	1.4%	187	3.1%	115	2.7%	389	2.3%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	24	0.4%	48	0.8%	0	0.0%	72	0.4%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	4	0.1%	0	0.0%	4	0.0%
School	0	0.0%	77	1.3%	0	0.0%	77	0.5%
School AV	0	0.0%	10	0.2%	0	0.0%	10	0.1%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	101	1.7%	0	0.0%	101	0.6%
Staff	965	15.0%	812	13.6%	523	12.4%	2300	13.8%
Walking books	36	0.6%	15	0.3%	0	0.0%	51	0.3%
YA 12-17	24	0.4%	29	0.5%	4	0.1%	57	1.9%
YA-AV	139	2.2%	106	1.8%	78	1.8%	323	1.9%
Total	6420		5975		4229		16624	
All items borrowed by nonresidents	111	1.7%	326	5.5%	115	2.7%	552	3.3%

CIRCULATION STATISTICS
September 2021

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu- lation**	Added Vols.	Withdrew Vols.	**Circu- lation**	Added Vols.	Withdrew Vols.	**Circu- lation**	**Total Circ.**
ADULT BOOKS										
Fiction	90	1	**1,419**	137	17	**1,258**	79	122	**754**	**3,431**
Nonfiction	60	45	**477**	65	0	**473**	48	4	**383**	**1,333**
CHILDREN'S BKS										
Fiction	75	0	**2,042**	102	23	**1,484**	65	3	**1,232**	**4,758**
Nonfiction	28	0	**425**	17	2	**397**	7	0	**226**	**1,048**
YA BOOKS										
Fiction	11	0	**144**	11	0	**153**	20	0	**101**	**398**
Nonfiction	4	0	**15**	0	0	**0**	0	0	**4**	**19**
Preloaded Dig Dev	0	0	**9**	4	0	**2**	0	0	**3**	**14**
Magazines,Adult	0	0	**363**	0	0	**124**	0	0	**98**	**585**
Magazines, Child	0	0	**11**	0	0	**0**	0	0	**17**	**28**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	11	0	**126**	7	0	**150**	22	0	**140**	**416**
Sound Rec/Child	0	0	**48**	18	3	**87**	0	0	**57**	**192**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**63**	0	0	**85**	0	0	**47**	**195**
STEAM Kits	0	0	**15**	0	0	**1**	0	0	**9**	**25**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	50	25	**1,193**	43	4	**1,677**	23	2	**1,133**	**4,003**
Equipment	0	0	**47**	0	0	**79**	0	0	**28**	**154**
TOTAL	329	71	**6,397**	404	49	**5,970**	264	131	**4,232**	**16,599**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	85,433	77,793	61,601
Circulation Increase/Decrease			

MONTHLY SYSTEM STATISTICS	2020	2021	% change
Current month's Circulation	0	16,599	#DIV/0!
Jan. to date circulation	95,640	142,779	49.3%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
24,718	24,807	16,580	16,700	16,852	16,809	**Fiction**
19,767	19,782	19,112	19,177	8,232	8,276	**Nonfiction**
						CHILDREN'S BKS
15,882	15,957	14,459	14,538	13,501	13,563	**Fiction**
9,448	9,476	6,384	6,399	6,671	6,678	**Nonfiction**
						YA BOOKS
2,376	2,387	3,371	3,382	3,521	3,541	**Fiction**
648	652	369	369	77	77	**Nonfiction**
5	5	4	8	10	10	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,865	3,876	764	771	4,801	4,823	**Sound Rec/Adult**
657	657	4,170	4,185	839	839	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-60	-60	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,540	7,565	11,492	11,531	6,865	6,886	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
85,175	85,433	77,438	77,793	61,468	61,601	**TOTAL**

R7

Salary Ordinance 2021
Updated 10/11/21

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Staci Pack	Page	$7.25	9/20/21	10	R
Kayla DeJong	Library Assistant	$12.82	10/1/21	40	R
Virginia Salyer	Clerk	$10.22	10/11/21	19	D

We have hired Staci Pack as Rensselaer Page, replacing Natalie Peterson who no longer works for the library.

We have promoted Kayla DeJong to Rensselaer Library Assistant, replacing Kari Lentino who no longer works for the library.

We have promoted Virginia Salyer to Clerk at DeMotte, replacing Kayla DeJong who was promoted to Library Assistant at Rensselaer.

We have examined and approved the changes to the 2021 Jasper County Public Library Salary Ordinance. Dated 10/11/21.

Camille L. Harper
Julie L Davidson
Janet Umlauf
Natalie A. Waling
Kristie Housman

R 10

Public Forum Policy

The JCPL Board will conduct its meetings in compliance with the state Open Door Law with board meetings open for public observation and recording. While not required by law to allow the public to speak at meetings, the Board values the ideas and insights of constituents and will allow 15 minutes of each meeting for a public forum.

Persons will be allowed to speak only if they have completed a Request Form and returned it to the Director or a board member prior to the convening of the meeting.

The board president will divide the 15-minute forum segment by the number of persons who have requested to speak to determine the amount of time allocated to each person. The board president will then call on those persons one at a time to stand and address the board for no more than the allocated time.

The Board will not respond at this meeting to questions, requests for information or requests for action. Appropriate response may be made at a later time after board members have sufficient opportunity to consider and deliberate on the issue.

Constituents will not be allowed to comment during other portions of the board meeting unless comments are specifically requested by the Board. Board members are always ~~anxious~~ interested to hear from constituents outside the meeting.

6/94; revised 10/15; revised 10/21

R12

Jasper County Public Library
Digital Access Card Policy

Digital Access Cards are available for students and staff of schools in the Jasper County Public Library service district upon request by school administration.

Digital Access Cards are free, distributed through the schools to eligible students as determined by the school, and are valid for one school year, expiring on June 30.

Students do not have to visit the library to sign up for this card, and once students receive them they may begin to use them immediately.

Digital Access cards provide ~~students~~ access to digital content, which includes library databases and eBook resources at home or at school.

As stated in our Material Selection Policy, the library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity, the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

The library has developed a Student Portal and created some age-appropriate groupings of our resources, as well as a separate page for downloadable items. The library encourages parents to look at these resources and be involved in their student's selection and use.

The library will not collect cards when they expire. New cards will be made available each school year. There is no risk of lost materials, as all content is electronic.

The Digital Access Card only allows access to digital content ~~electronic databases and eBook resources~~. A full service (traditional) library card is needed for full access to library materials.

Adopted October 2017; revised 10/21

Jasper County Public Library
Curbside Service Policy

R 14

Recognizing that there are times when library patrons may be unable to enter the library buildings, Jasper County Public Library will offer Curbside Service for materials pick-up. This service will be available anytime the library is open for business.

All circulating materials are available to be placed on hold and can be distributed through the curbside pick-up service.

Patrons may call the library and request that staff place holds on their desired items or patrons may access the library's online catalog 24 hours a day to place their own requests. Phone calls to alert patrons about their arrived holds will include the curbside times and procedure.

Available items placed on hold will require at least 24 hours to process for patron pick-up. Patrons will be notified when items are ready for pick-up. When patrons arrive at the library location to pick up library materials, they should call the library phone number to notify staff that they have arrived. Patrons who do not have a cell phone should call the library location before they leave their home or workplace to schedule a pick-up time.

Last pick-up of the day may be scheduled no later than 30 minutes before closing time.

Due dates and holds are handled according to the Circulation Policy and established library procedures.

Patrons may return materials curbside when picking up materials.

Adopted October 2021

FILED

OCT 13 2021

Donya D. Jordan
Auditor, Jasper Co.

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS __11th____ DAY OF _____October_____________, 2021.

NAY	AYE
______________________	Angela L. Harper
______________________	
______________________	Natalie A. Waling
______________________	
______________________	Julie Davidson
______________________	
______________________	Kristi Hanson

ATTEST: Julie Davidson
Secretary of the Jasper County Public Library Board

Director's Report
September 2021

Consent Agenda:

You will be approving the minutes of the September Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

Policies for Review: There are four policies up for review in October: Public Forum Policy, Equal Employment/Anti-Harassment Policy, Library Credit Card Policy, and Digital Access Card Policy. We recommend minor revisions to Public Forum Policy and Digital Access Card Policy. Please see R 10 and R 12. In the Public Forum Policy, we recommend changing the word 'anxious' to 'interested' to better describe us. The word anxious might imply that we are worried or bothered. Interested seems more accurate and positive. In the Digital Access Card Policy, we recommend adding the term digital content because it better describes the collection. Digital content includes but is not limited to databases and eBooks. We wanted to make that emphasis. Additionally, some teachers and staff have digital access cards, too, related to their work with students. We didn't want to imply that only students receive a card, so we struck the word 'students'. We are not recommending any revisions to the Equal Employment/Anti-Harassment Policy or the Library Credit Card Policy. **If you approve the Consent Agenda, you will approve revising the Public Forum Policy and the Digital Access Card Policy as presented.**

General Business:

Budget 2022 Adoption: At the October meeting you will need to pass a resolution adopting the 2022 Budget as advertised. As a reminder here is a budget summary: Operating Fund $2,824,063; Rainy Day Fund $860,657.

DeMotte Parking Lot Project: At our September board meeting I reported that Harry and I attended a TAC meeting on September 1, meeting with officials from the Town of DeMotte and a representative of Abonmarche regarding our parking lot project. From that meeting Harry and I concluded that the pergola foundations must be at least 36" deep, and it was recommended to move the dry creek father from the parking lot pavement in consideration of filtering sand/salt from the parking lot. Harry sent a letter to Kim Kendrick on September 7 regarding our conclusions. I have reviewed all these steps and conclusions with Ed Dumas, and he advised that we keep moving. Harry will attend our October 11 Board meeting to explain in person the results of the TAC meeting and present the revised plans to the board. **The board**

will need to approve the plans as revised and approved by the Town and submit them for public bid.

American Rescue Plan Grant Award/Contract: On September 16 we received a letter from State Librarian Jacob Speer announcing that JCPL is being awarded partial funding for our American Rescue Plan Act (ARPA) grant application entitled Jasper County Newspaper Digitization for Remote Access Phase 1. The award was in the amount of $24,986.60. We requested $91,800. When this grant opportunity was presented to Indiana libraries, the State Library invited us to 'think big' so we did. 154 grant applicants totaling $7.41 million dollars were submitted. The State Library only had $3.47 to grant. Due to the volume of applications and the dollar amount requested, partial grant awards ware being offered to most applicants. The grant monies we received will not fund the entire project, but the funds will get us started as we will be able to digitize all our Rensselaer titles by date from 1853 to 1920 and the KV Post-News dated 1932-1950. We recognize the importance of digitizing these unique and historically significant newspapers. We field requests for information regularly, from individuals in our community and across the country seeking genealogy and obituary records that only we have. Searching through reels of microfilm can be time consuming as there is no mechanism for a key word search. Our digitized records will have this capability. Additionally, sometimes individuals cannot visit our library because they are homebound or do not have the means to travel to us. Remote access will allow folks to use these records from any location with internet access. Cost sharing is not required but we will contribute $1166 to this first phase. In order to complete this project more grant funding will be necessary, but we are so excited about this momentous beginning. **The Managing your ARPA Grant 2021 Manual states that for public libraries *the library board must approve the contract at an agency board meeting and authorize the agency director to sign the contract.* A board motion is required.**

NEW Service - Curbside Service: Earlier this year I shared that I would be recommending to the Board that you approve Curbside Service as a new regular service for the library. On R 14 you will find a policy draft that accompanies my recommendation. The service parameters are written for 'normal times' not 'pandemic times'. I still have our process and procedure that we used last year when were in the early phases of our pandemic response. We can revert to that specific approach as needed. The policy draft that I am presenting at our October meeting is written for non-pandemic times. We believe that our patrons would like the option of curbside pickup at the library. Currently, so much can be accomplished without ever leaving our vehicles. We can do our banking, pick up medicine, pick up dinner, and pick up groceries and other items without ever leaving our vehicle. We imagine some patrons would be interested in getting their library materials in the same manner. This service will simply be another service option in addition to what we already do. **A board vote is required to adopt this new service and the associated new policy.**

Advanced Tax Draw Resolution: In past years we have requested an Advance Tax Draw from the County Auditor when tax collection time draws near. This is to ensure we receive tax revenue at the earliest possible moment, which we prefer. Each request is valid for 30 days. We recommend that the Board pass an Advanced Tax Draw Resolution. A Board motion is required.

2022 Slate of Officers: At the November Board meeting the Nominating Committee will need to present a slate of officers for 2022. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Kevin Kaluf, Mark Heinig, and Janelle Harper, Chair. Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

Director's Report

It is our goal to provide good health insurance coverage at an affordable rate for both our employees and the library. We have learned about a new product that some other Indiana libraries have moved to, and we would like to get a quote so that we can get rates and compare the coverage and cost to our other options. To get a quote eligible employees must complete an application. Completed applications are due to the Business Office on October 11.

Our Jasper County Clerk has announced that effective with the May 2022 Primary Election, Jasper County will officially gain status as a Vote Center County. Vote Centers are polling locations where any eligible voter in Jasper County may go to vote. Jasper County will have 10 Vote Center locations, and Wheatfield Public Library will be one of them.

September was Library Card Sign-Up Month. The Marketing Committee provided items for new patrons to choose; and we held a weekly prize drawing which any patron checking items out could have staff place their name in the drawing to win a JCPL umbrella. In September we issued 90 new traditional library cards. Last year we issued 68. We also issued 3300 digital access cards to schools in our service district.

System Administrator News

Sheila reports that all planned PCs have been upgraded to Windows 10 and Office 365 or Office 2019. She created instructions for accessing the Digital Literacy Niche Academy and sent an email to Management to introduce the Digital Literacy Niche Academy. This will be an important tool for supervisors and staff to use for technology training. Remaining Roeing hours will be used for assistance with urgent matters and when Sheila is on vacation and tech support is necessary.

Technical Services News

Becky reports, “It was discovered that students with a SCH borrower type card could check out AV items. That shouldn’t be the case, so I was able to switch the SCH borrower type to the rule that does not allow AV check-outs. I participated in the September meeting of the Indiana TLC Users Group. The TLC Customer Liaison, Melissa Powell, always attends these, and this time we had Sam Brenizer and Sarah Simmons who also Zoomed in. They talked about the new Ideas Portal, and gave some sneak peeks of TLCU 2021, which I recently learned will be conducted via ZOOM.”

DeMotte Library News

Shannon reports, “We hosted the *Who is a Hoosier* display from the Indiana Historical Society. We also displayed the *September 11, 2001: The Day That Changed the World* from the 9/11 Memorial & Museum in the foyer hallway. This was a poster display that we printed out and laminated. Patty E. worked the JCPL booth with Mel at the Sandhill Crane Festival. They interacted with hundreds of people and gave away a lot of marketing items. It was a success! Neile used the foyer display case to promote National Library Card Sign Up Month. She had patrons fill out a slip telling how the library empowers them. We received a lot of great responses.”

Rensselaer Library News

Linda reports, “We held our first of the season Medicare 101 class in person again this year. There were ten people at the first session. This was the first month in a long while where there was no Zoom participation for the two book clubs. School has started; we are very happy to welcome back the St. A Students. It is great to have them all scheduled for days and times to come to the library every week. Head Start was not able to come this month due to COVID numbers. Our Toddler Time has been very well attended. We had a lot of fun on Magnificent Monday. Some of our programs are off to a slow start but we had a very good showing for Lego Club. Hopefully October programs will be better attended.”

Wheatfield Library News

Evie reports, “Youth services has begun its usual fall programming, including two sessions of Story Time, After School program, and Lego program. Nikki and Rachael continue to offer to-go crafts as well. Rachael visited the classes at Wheatfield Elementary, and she and Nikki have been working to put up new fall displays and plan future programs. Carolynn, Nikki, Rachael, and I all participated in The Difference Is You virtual conference. Evie emailed Julie Walstra at KV about the TeachingBooks webinar, as the site seems to be a great asset the school may want to consider promoting and using.”

Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet. -Patty

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JCPL FINANCIAL STATEMENT
September 30, 2021

	Beginning 2021 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$986,255.79	$185,932.72	$1,711,562.88	$76,118.46	$1,546,176.41	$820,869.32
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$23,037.10	$1,710.26	$10,847.29	$764.83	$13,162.91	$25,352.72
DeMotte	$7,596.28	$238.98	$2,338.90	$544.05	$3,534.20	$8,791.58
Rensselaer	$13,051.35	$1,391.97	$5,894.27	$104.60	$6,963.75	$14,120.83
Wheatfield	$2,389.47	$79.31	$2,614.12	$116.18	$2,664.96	$2,440.31
Library Improvement Reserve Fund	$232,233.18	$0.00	$0.00	$19.10	$173.75	$232,406.93
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,276,263.01	$0.00	$5,967.84	$104.74	$1,096.34	$2,271,391.51
Includes Investments of $2,108,501.81						
State Technology Fund Grant Fund	$1,101.29	$1,782.00	$14,256.00	$0.00	$17,448.98	$4,294.27
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$78.67	$0.00	$55.26	$10.50	$16.76	$40.17
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$2,000.00	$0.00	$2,000.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,849.58	$72,482.08	$8,849.58	$72,482.08	$0.00
FICA Tax Collected	$0.00	$8,647.96	$74,967.48	$8,647.96	$74,967.48	$0.00
State Tax Collected	$0.00	$3,882.84	$33,701.46	$3,882.84	$33,701.46	$0.00
County Tax Collected	$0.00	$2,977.26	$25,736.62	$2,977.26	$25,736.62	$0.00
INPRS	$0.00	$3,200.40	$28,502.48	$3,200.40	$28,502.48	$0.00
Deferred Comp Plan	$0.00	$3,040.00	$27,010.00	$3,040.00	$27,010.00	$0.00
Pre-tax Insurance Plan	$0.00	$4,036.38	$36,866.91	$3,972.06	$37,030.58	$163.67
Life Insurance	$0.00	$288.37	$3,053.73	$288.36	$3,051.16	($2.57)
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,522,381.94	$224,347.77	$2,047,010.03	$111,876.09	$1,882,557.01	$3,357,928.92

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Bank Balances

Jasper County Public Library

Report as of: **9/30/2021**

	Bank	
1	Alliance Bank	$1,249,157.11
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,108,501.81
	Total all banks =	**$3,357,928.92**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/2017	$140.76	Jan-21
								$110.81	Feb-21
								$113.34	Mar-21
								$115.30	Apr-21
								$110.63	May-21
								$104.85	Jun-21
								$93.35	Jul-21
								$91.79	Aug-21
								$91.35	Sep-21

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$972.18**

F3.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **9/1/2021** *To* **9/30/2021**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$81,162.00	$0.00	$81,162.00	$6,763.46	$60,804.41	$20,357.59	25.1
1.12 SALARY OF ASSISTANTS	$1,205,452.00	$0.00	$1,205,452.00	$102,089.36	$882,582.19	$322,869.81	26.8
1.13 WAGES OF JANITORS	$98,306.00	$0.00	$98,306.00	$7,063.00	$63,524.86	$34,781.14	35.4
1.21 EMPLOYER'S SHARE-FICA	$105,946.00	$0.00	$105,946.00	$8,647.96	$74,967.48	$30,978.52	29.2
1.22 UNEMPLOYMENT COMPENSATION	$2,464.00	$0.00	$2,464.00	$0.00	$1,938.25	$525.75	21.3
1.23 EMPLOYER'S CONTRIB.- PERF	$124,140.00	$0.00	$124,140.00	$10,576.14	$91,606.02	$32,533.98	26.2
1.24 EMPLOYER'S CONTRIB.- INS.	$167,607.00	$0.00	$167,607.00	$11,927.67	$106,913.94	$60,693.06	36.2
Subtotal	*$1,785,077.00*		$1,785,077.00	$147,067.59	$1,282,337.15	$502,739.85	28.2
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$45.52	$454.48	90.9
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$100.19	$3,372.87	$3,627.13	51.8
2.21 CLEANING & SANITATION SUPPLIES	$7,000.00	$0.00	$7,000.00	$496.08	$4,792.77	$2,207.23	31.5
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$59.29	$2,648.09	$2,851.91	51.9
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$104.42	$1,395.58	93.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$69.31	$330.69	82.7
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$208.94	$541.06	72.1
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$82.30	$6,553.41	$9,946.59	60.3
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$737.86	$17,795.33	$21,954.67	55.2

3. Other Services and Charge

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$450.00	$4,380.00	$620.00	12.4
3.14 OTHER PROFESSIONAL SERVICES	$6,400.00	$0.00	$6,400.00	$0.00	$1,889.42	$4,510.58	70.5
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$0.00	$12,050.69	$6,949.31	36.6
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$22,424.97	$9,075.03	28.8
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$13,000.00	$0.00	$13,000.00	$1,081.19	$9,717.28	$3,282.72	25.3
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$242.00	$1,758.00	87.9
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$780.98	$7,010.31	$12,989.69	64.9
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$0.00	$162.69	$8,837.31	98.2
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$125.78	$711.89	$1,088.11	60.5
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$1,163.03	$10,416.02	$74,903.98	87.8
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$40.00	$493.50	$306.50	38.3
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$2,338.98	$1,161.02	33.2
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,500.00	$0.00	$27,500.00	$0.00	$14,917.50	$12,582.50	45.8
3.51 GAS	$25,000.00	$0.00	$25,000.00	$523.28	$9,887.59	$15,112.41	60.4
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$10,186.68	$71,284.15	$38,715.85	35.2
3.53 WATER	$3,500.00	$0.00	$3,500.00	$214.65	$2,956.83	$543.17	15.5
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$598.59	$5,300.08	$2,699.92	33.7
3.61 BUILDING & STRUCTURES	$117,000.00	$0.00	$117,000.00	$2,358.50	$34,071.89	$82,928.11	70.9
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$171.25	$328.75	65.8
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$13.03	$268.27	$31.73	10.6
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,808.11	$791.89	30.5
3.93 TAXES & ASSESSMENTS	$2,100.00	$0.00	$2,100.00	$0.00	$418.00	$1,682.00	80.1
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.98 MAINTENANCE/SERVICE CONTRACTS	$108,690.00	$0.00	$108,690.00	$2,242.48	$94,538.34	$14,151.66	13.0
Subtotal	*$603,430.00*		$603,430.00	$19,778.19	$307,759.76	$295,670.24	49.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$42,000.00	$0.00	$42,000.00	$1,178.12	$3,267.63	$38,732.37	92.2
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$10,916.48	$62,921.81	$87,078.19	58.1
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$1,984.13	$10,341.17	$6,158.83	37.3
4.53 NONPRINTED MATERIALS	$64,000.00	$0.00	$64,000.00	$4,270.35	$27,140.03	$36,859.97	57.6
Subtotal	*$272,500.00*		$272,500.00	$18,349.08	$103,670.64	$168,829.36	62.0
Grand Total	$2,700,757.00	$0.00	$2,700,757.00	$185,932.72	$1,711,562.88	$989,194.12	36.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F3C

F3d

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **9/1/2021** *To* **9/30/2021**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$14,256.00	($14,256.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$14,256.00	($14,256.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$14,256.00	($14,256.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F4a

Voucher List

Jasper County Public Library

Report Date: From **9/1/2021** *To* **9/30/2021**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	550	PAYROLL	9/10/2021	PAYROLL	$61,049.79
0	551	CHRISTINA SANDERS	9/10/2021	Courier Mileage 8/15-8/31/21 (Conf. #1066)	$347.20
0	552	GREAT-WEST RETIREMENT	9/10/2021	Annuity Withheld 9/10/21 payroll (Ref. #933132702)	$1,520.00
0	553	INPRS fbo PERF	9/10/2021	INPRS Contributions 9/10/21 Payroll	$7,204.50
0	554	IRS USA TAXPAYMENT	9/10/2021	Federal Withholding, Medicare, & FICA withheld 9/10/21 Payroll & Ins. (Acknowledgement# 61380743)	$13,836.06
0	555	TOWN OF DEMOTTE	9/10/2021	Dem: Sewer & Water : August 2021 (Conf #1067)	$142.95
0	556	TOWN OF WHEATFIELD	9/10/2021	Wh: Sewer Service- September 2021 (Conf# 1068)	$77.35
38285	557	AARON'S LAWN CARE	9/13/2021	Mowing & edging; Landscape clean up	$1,260.00
38286	558	ADVANCED IMAGING SOLUTI	9/13/2021	Quarterly maintenance agreement on patron copiers	$611.79
38287	559	AMAZON CAPITAL SERVICES	9/13/2021	NexiGo webcam W/microphone, Blue Yeti USB microphone, 3 Amazon Basics lighweight cameras tripod w/bag, NexiGo Pro HD USB computer camera	$1,178.12
38288	560	ANTHEM BLUE CROSS BLUE	9/13/2021	Health insurance premiums- September 2021	$14,463.90
38289	561	ANTHEM LIFE	9/13/2021	Life insurance premiums- September 2021	$113.60
38290	562	BAKER & TAYLOR	9/13/2021	Books, Continuations, AV, Auto. Yours	$11,473.61
38291	563	BAKER & TAYLOR ENTERTAIN	9/13/2021	AV	$2,479.86
38292	564	CAPITAL ONE	9/13/2021	Walmart: Library, janitorial, & maintenance supplies; summer reading prize	$41.37
38293	565	CENTURION TECHNOLOGIES	9/13/2021	Smart Shield licenses & annual maintenance	$197.20
38294	566	DELTA DENTAL	9/13/2021	Dental insurance premiums- Septembert 2021	$572.04
38295	567	FINDAWAY WORLD, LLC	9/13/2021	Playaways, Wonderbooks	$734.37
38296	568	KARI LENTINO	9/13/2021	Mileage 11/4/20 - 08/25/21	$25.73
38297	569	KROGER GARDIS & REGAS, L	9/13/2021	Legal Assistance- COVID-19 Matters	$450.00
38298	570	MIDWEST TAPE	9/13/2021	AV	$524.86
38299	571	NANETTE SPEACHT	9/13/2021	Mileage 4/23/21: ASK Meeting	$24.64
38300	572	NIMBO IP LLC	9/13/2021	Monthly Managed Service- August 2021	$815.00
38301	573	NIPSCO	9/13/2021	DeM & Wh: Gas & electric service 7/29-8/30/21	$6,907.17
38302	574	NITCO	9/13/2021	DeM: Local phone service September 2021	$139.67
38303	575	OFFICE DEPOT	9/13/2021	Janitorial, office, library, & maintenance supplies	$440.25
38304	576	PATTY STRINGFELLOW	9/13/2021	Mileage 8/13 - 9/1/21	$130.48
38305	577	PEGGY MICHELIN	9/13/2021	Mileage 10/28/20-8/30/21	$9.89
38306	578	POST TRIBUNE	9/13/2021	DeM & Rens: Newspaper subscriptions Acct# 44365252	$147.50
38307	579	PRECISION CONTROL SYSTE	9/13/2021	Rens: HVAC repairs	$1,098.50
38308	580	QUILL LLC	9/13/2021	Office, library, & janitorial supplies, Name tag	$248.26
38309	581	RENSSELAER PARKS DEPAR	9/13/2021	Scarecrow Trail Contest Registration	$25.00
38310	582	THE LIBRARY CORPORATION	9/13/2021	NCIP Software: July 2021 - June 2022; Reports License: July 2021-June 2022	$854.00
38311	583	THE TIMES	9/13/2021	WH: Newspaper subscription renewal 9/29/21-9/27/22 Acct# 170-000037838	$343.99
38312	584	VSP INSURANCE CO. (CT)	9/13/2021	Vision insurance premiums- September 2021, remainder of March 2021 premiums	$417.55
38313	585	BUSINESS CARD	9/13/2021	Library & Maintenance supplies, Staff Development Day Supplies, Books, Domain renewal	$395.06
38314	586	BUSINESS MANAGEMENT DAI	9/13/2021	Manager's Legal Bulletin (acct# 43590832)	$159.00
38315	587	CAPITAL ONE	9/13/2021	Kem's: Maintenance Supplies	$16.98
38316	588	CENTURYLINK	9/13/2021	Rens: Fax line service- September 2021	$60.47
38317	589	CULLIGAN WATER CONDITIO	9/13/2021	Wh: Water Cooler Rental- September 2021	$13.03
38318	590	ENA SERVICES LLC	9/13/2021	Internet Service- July 2021	$1,782.00
38319	591	4IMPRINT, INC.	9/13/2021	Rubbing Alcohol, Batteries, Light Bulbs	$150.76
38320	592	ACE HARDWARE	9/13/2021	Lubricant for Locks, Bulbs for Ya room, Caulk	$28.91

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38321	593	HR SPECIALIST	9/13/2021	HR Specialist newsletter subscription Acct# 43743204	$199.00
38322	594	INDIANA WASTE SERVICE	9/13/2021	DeM. & Wh: Trash pick-up September 2021	$158.76
38323	595	KANKAKEE VALLEY PUBLISHI	9/13/2021	Readers Choice Thank You ad	$40.00
38324	596	MIDWEST COLLABORATIVE F	9/13/2021	Digital Literacy Leaning Plan Consulting and Staff Development Day Presentation	$1,350.00
38325	597	NANCY PHILLIPS	9/13/2021	Glo fish for Fish Tank	$26.97
38326	598	PRECISION CONTROL SYSTE	9/13/2021	Rens: Preventative Maintenance	$427.74
38327	599	SIMPLIFY COMPLIANCE LLC	9/13/2021	Great Lakes Employment Law Letter subscription	$511.00
38328	600	UNIQUE MANAGEMENT SERVI	9/13/2021	Collections: Initial/Secondary Placements- August 2020 & August 2021	$26.85
38329	601	USA TODAY #8872	9/13/2021	Wh: Newspaper subscriptions Acct# UT4209466	$340.14
38330	602	KAPCO	9/13/2021	Library supplies	$40.72
0	603	PAYROLL	9/24/2021	PAYROLL	$54,866.03
0	604	ALLIANCE BANK	9/24/2021	Direct Deposit Fees - August 2021	$36.80
0	605	CENTURYLINK	9/24/2021	Wh: Fax line September 2021(Conf# 1069)	$66.05
0	606	CHICAGO TRIBUNE	9/24/2021	DeM & Rens: Newspaper subscriptions Acct# 20468938 (Conf #1071	$295.50
0	607	CHRISTINA SANDERS	9/24/2021	Courier Mileage 9/1-9/15/21 (Conf. #1070)	$243.04
0	608	CITY OF RENSSELAER	9/24/2021	Rens: Utilities: 8/6-9/8/21 (Conf #150597738)	$4,236.97
0	609	GREAT-WEST RETIREMENT	9/24/2021	Annuity Withheld 9/24/21 payroll (Ref. #936156754)	$1,520.00
0	610	INDIANA DEPARTMENT OF RE	9/24/2021	State & County Taxes withheld September 2021 Payrolls (Conf #0004196928)	$6,860.10
0	611	INPRS fbo PERF	9/24/2021	INPRS Contributions 9/24/21 Payroll	$6,572.04
0	612	IRS USA TAXPAYMENT	9/24/2021	Federal Withholding, Medicare, & FICA withheld 9/24/21 Payroll & Ins. (Acknowledgement# 15102560)	$12,309.18
0	613	SPRINT	9/24/2021	Hotspot Data Service 8/12 - 9/11/21 (Conf #1072)	$1,163.03
0	614	AFLAC	9/24/2021	Supplemental Insurance September 2021 (Conf #1073)	$685.33
0	615	IRS USA TAXPAYMENT	9/30/2021	Additional Federal Withholding, Medicare, & FICA withheld 9/10/21 Payroll & Ins. (Acknowledgement# 92431516)	$0.26
38315	616	CAPITAL ONE	9/30/2021	Void Voucher # 587, Check # 38315. Check was written to incorrect vendor.	($16.98)
38319	617	4IMPRINT, INC.	9/30/2021	Void Voucher # 591, Check # 38319. Check written to incorrect vendor.	($150.76)
0	618	ALLIANCE BANK	9/30/2021	Positive Pay Fee- September 2021	$15.00
0	619	SQUARE, INC	9/30/2021	Merchant Processing Fees- September 2021	$12.59

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$224,347.77**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, October 5, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $224,347.77

Date this 11th **day of** October **,20** 21 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
September 30, 2021

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$506.95	$4,870.01
DeMotte	$116.44	$1,306.32		
Rensselaer	$286.36	$2,512.67		
Wheatfield	$104.15	$1,051.02		
PHOTOCOPIES:			$715.21	$5,970.35
DeMotte	$245.55	$1,970.90		
Rensselaer	$366.51	$3,154.75		
Wheatfield	$103.15	$844.70		
INTEREST (Checking, Repurchase, CDs):			$75.80	$661.83
TAXES:			$74,670.50	$1,533,386.01
Property Tax	$0.00	$786,719.17		
LOIT	$17,903.58	$161,132.22		
License Excise Tax	$0.00	$64,265.11		
Financial Institution Tax	$0.00	$1,914.23		
CVET(Commercial Vehicle Excise)	$0.00	$8,453.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$56,766.92	$510,902.28		
TAXABLE SALES:-			$0.00	$34.86
REFUNDS:			$150.00	$1,253.35
Rebates/Refund	$0.00	$898.42		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$150.00	$150.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$204.93		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$76,118.46**	**$1,546,176.41**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$764.83	$13,162.91
DeMotte	$544.05	$3,534.20		
Rensselaer	$104.60	$6,963.75		
Wheatfield	$116.18	$2,664.96		
LIB. IMPROV. RESERVE FUND:			$19.10	$173.75
Interest Earned	$19.10	$173.75		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$104.74	$1,096.34
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$104.74	$1,096.34		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$17,448.98
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$10.50	$16.76
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		

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INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$2,000.00
SUB-TOTAL (page 1)……………………………………………………………			**$77,017.63**	**$1,580,075.15**
WITHHOLDING ACCOUNT FUNDS:			$34,858.46	$302,481.86
FIT Tax Collected	$8,849.58	$72,482.08		
FICA Collected	$8,647.96	$74,967.48		
State Tax Collected	$3,882.84	$33,701.46		
County Tax Collected	$2,977.26	$25,736.62		
INPRS	$3,200.40	$28,502.48		
Deferred Comp Plan	$3,040.00	$27,010.00		
Pre-tax Insurance Plan	$3,972.06	$37,030.58		
Life Insurance	$288.36	$3,051.16		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS……………………………………………			**$111,876.09**	**$1,882,557.01**

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Voucher List

Jasper County Public Library

Report Date: From 10/1/21 **To** 10/11/21

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	620	PAYROLL	10/8/21	PAYROLL	$55,810.76
38331	621	AARON'S LAWN CARE	10/11/21	Mowing & edging	$681.00
38332	622	ACE HARDWARE	10/11/21	Grease for meeting room divider track	$4.99
38333	623	AGE OF LEARNING, INC.	10/11/21	ABCmouse database subscription 10/1/21-9/30/22; set-up fee	$1,761.00
38334	624	ANTHEM BLUE CROSS BLUE	10/11/21	Health insurance premiums- October 2021	$14,463.90
38335	625	ANTHEM LIFE	10/11/21	Life insurance premiums- October 2021	$113.60
38336	626	BOOKPAGE	10/11/21	BookPage subscription- 12 monthly issues, November 2021 - October 2022, 100 copies	$588.00
38337	627	BUSINESS CARD	10/11/21	Book, conference room ceiling fan, STEM & Flannel Friday program supplies	$115.62
38338	628	BUSINESS MANAGEMENT DAI	10/11/21	Payroll Legal Alert subscription	$159.00
38339	629	CAPITAL ONE TRADE CREDIT	10/11/21	Kem's Hardware: plexiglas, supplies to hang plexiglas	$124.84
38340	630	CI INSURANCE	10/11/21	Semi-annual premium for building insurance	$9,939.50
38341	631	CULBRETH'S LAWN & TREE LL	10/11/21	Rens: Trimmed birch tree overhanging building	$300.00
38342	632	CULLIGAN WATER CONDITIO	10/11/21	Wh: Water Cooler Rental- October 2021	$13.03
38343	633	DELTA DENTAL	10/11/21	Dental insurance premiums- October 2021	$572.04
38344	634	EBSCO INFORMATION SERVI	10/11/21	Consumer Reports database subscription 10/1-21-9/30/22	$2,050.00
38345	635	ENA SERVICES LLC	10/11/21	Internet Service- August 2021	$1,782.00
38346	636	INDIANA WASTE SERVICE	10/11/21	DeM. & Wh: Trash pick-up October 2021	$158.76
38347	637	JOHNSON CONTROLS FIRE P	10/11/21	DeM: Replaced one exit light battery; replaced two batteries in fire panel	$894.00
38348	638	KONE, INC.	10/11/21	DeM: Elevator Maintenance Agreement 10/1-12/31/21	$483.81
38349	639	KROOSWYK PLUMBING, HEAT	10/11/21	DeM: Water solenoid replacement on water fountain	$248.42
38350	640	MELISSA J. WIDNER	10/11/21	Mileage 9/18/21	$24.64
38351	641	NEILE TRAINOR	10/11/21	Mileage 7/2-9/29/21	$56.00
38352	642	NIMBO IP LLC	10/11/21	Monthly Managed Service- September 2021	$815.00
38353	643	NIPSCO	10/11/21	DeM. & Wh: Gas & electric service 8/30-9/29/21	$6,292.21
38354	644	NITCO	10/11/21	DeM: Local phone service October 2021	$138.68
38355	645	PATTY EENIGENBURG	10/11/21	Mileage 8/30-9/18/21	$17.36
38356	646	PRECISION CONTROL SYSTE	10/11/21	Rens: Preventative maintenance	$712.90
38357	647	ROEING CORPORATION	10/11/21	Tech Maintenace Support 2021- 4th installment	$17,250.00
38358	648	SHANNON HELDAK	10/11/21	Mileage 3/4-9/3/21	$41.44
38363	649	STAPLES CREDIT PLAN	10/11/21	Acrylic paint, tissue paper, metal copy holder	$47.97
38359	650	STEVE'S SPECIALIZED SERVI	10/11/21	Laundry	$62.00
38360	651	TODAY'S BUSINESS SOLUTIO	10/11/21	PrinterOn Service Plan	$1,485.00
38361	652	TRUGREEN PROCESSING CE	10/11/21	Lawn fertilization, insect & disease control service	$357.00
38362	653	VSP INSURANCE CO. (CT)	10/11/21	Vision insurance premiums- October 2021	$214.74
0	654	CAPITAL ONE TRADE CREDIT	10/8/21	Kem's Hardware: door hold kick down	$16.98
0	655	CHRISTINA SANDERS	10/8/21	Courier Mileage 9/16-9/30/21 (Conf. #1075)	$381.92
0	656	GREAT-WEST RETIREMENT	10/8/21	Annuity Withheld 10/8/21 payroll (Ref. #939455857)	$1,520.00
0	657	INDIANA DEPT. OF WORKFOR	10/8/21	3rd Quarter 2021 Unemployment Compensation Pymt Conf #4667855	$237.40
0	658	INPRS fbo PERF	10/8/21	INPRS Contributions 10/8/21 Payroll	$6,573.76
0	659	IRS USA TAXPAYMENT	10/8/21	Additional Federal Withholding, Medicare, & FICA withheld 10/8/21 Payroll & Ins. (Acknowledgement# 35191300)	$12,540.48
0	660	TOWN OF DEMOTTE	10/8/21	Dem: Sewer & Water : September 2021 (Conf #1076)	$136.33
0	661	TOWN OF WHEATFIELD	10/8/21	Wh: Sewer Service- October 2021 (Conf# 1077)	$77.35
38364	662	BAKER & TAYLOR	10/11/21	Books, Continuations, AV, Auto. Yours	$11,287.66

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
38365	663	BAKER & TAYLOR ENTERTAIN	10/11/21	AV	$2,395.64
38366	664	BARNES & NOBLE, INC	10/11/21	Books	$86.14
38367	665	CAPITAL ONE	10/11/21	Walmart: Maintenance, library, & office supplies	$65.90
38368	666	CENTURYLINK	10/11/21	Rens: Fax line service- October 2021	$60.13
38369	667	DEMCO	10/11/21	Library supplies	$144.34
38370	668	FINDAWAY WORLD, LLC	10/11/21	Wonderbooks	$474.91
38371	669	GRAINGER	10/11/21	Maintenance & janitorial supplies	$505.20
38372	670	INDIANA GROCERY GROUP, L	10/11/21	Staff Development Day expenses	$33.30
38373	671	MIDWEST TAPE	10/11/21	AV	$450.11
38374	672	OFFICE DEPOT	10/11/21	Library, office, & janitorial supplies	$224.40
38375	673	QUILL LLC	10/11/21	Library, janitorial, & office supplies	$422.57
38376	674	RAYANN GILMORE	10/11/21	Rensselaer Petty Cash: postage	$46.90
38377	675	SMITH FARM STORE	10/11/21	Straw bale for scarecrow walk	$6.25
38378	676	TOWN OF DEMOTTE	10/11/21	Hydrant charge	$60.00
38379	677	UNIQUE MANAGEMENT SERVI	10/11/21	Collections: Initial/Secondary Placements- September 2021	$98.45

Total Amount of Claims **$155,625.33**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 11, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$155,625.33**

Date this 11th **day of** October **,20** 21 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

NOV.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, November 8, 2021, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

- Minutes of October Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update
- Policy Review

General Business

Technical Services Librarian & Systems Administrator Annual Reports	Information
Health & Life Insurance Renewal	Action
Dental & Vision Insurance Renewal	Action
Resolution to Establish an ARPA Fund	Action
2021 Slate of Officers	Information
Year-End Board Meeting	Information

Director's Report

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES
Jasper County Public Library Board of Trustees
6:00 PM

October 11, 2021
Rensselaer Library

Present: Janet Umlauf, Mark Heinig, Kevin Kaluf, Janelle Harper, Kristie Housman, Natalie Waling, Julie Davidson, Patricia Stringfellow, Rayann Gilmore, Harry Mohler
Absent:

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the September Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Equal Employment/Anti-Harassment Policy review, Library Credit Card Policy review, Public Forum Policy revisions, and Digital Access Card Policy revisions were approved as presented on a motion by M. Heinig, seconded by J. Davidson. Motion passed.

Budget 2022 Adoption: The 2022 budget has been advertised and a public hearing held with no public objections. The final step is to adopt the budget, sign the required forms, and submit to DLGF. Budget totals are: Operating Fund $2,824,063; Rainy Day Fund $860,657. The 2022 budget was adopted as advertised with a motion by J. Umlauf, seconded by N. Waling. Motion was unanimously passed.

DeMotte Parking Lot Project: At the March 2021 Board Meeting Harry Mohler explained Phase 1 of the DeMotte Library Parking Lot Project will include eliminating the hill, constructing the new parking lot, putting in the dry creek for drainage, handicap parking spaces, and brick pavers over the existing parking lot. Phase 1 is estimated to cost $190,000 - $230,000. For projects over $150,000 the library is required to publicly bid the project and projects over $200,000 require the contractor to provide a performance bond. It is a good idea for the library to require the performance bond even if the project bids come in at less than the $200,000 for added security. This requirement will be part of the plans interested contractors receive. Since these plans do not include a building only local approval of the plans is needed and not State approval. As of the March 2021 meeting the Town of DeMotte had received the plans and sent them on to their engineering firm for approval. The Library Board at the March meeting moved to approve the plans and submit them for public bid subject to the approval of the Town of DeMotte. That motion passed. At the September 2021 Board Meeting P. Stringfellow reported that she and H. Mohler attended a September 1, 2021 TAC meeting with officials from the Town of DeMotte and a representative of Abonmarche regarding our parking lot project. Two things came out of that meeting that needed some adjusting on the plans; the pergola foundations must be at least 36" deep and it was recommended to move the dry creek further from the parking lot pavement in consideration of filtering sand/salt from the parking lot. H. Mohler shared that the plans have been revised to address these two items. P. Stringfellow reviewed the steps so far with attorney, Ed Dumas, and he advised that we keep moving forward. We are now ready to go out for bid. H. Mohler reviewed the specifications and recommended bids be due the afternoon of December 13 so the Board can review the bids at their meeting that evening. A pre-bid meeting about a month ahead of the December due date will be held at DeMotte Library for contractors. J. Umlauf moved to approve the plans as revised and approved by the Town and submit them for public bid, seconded by K. Housman. Motion passed.

American Rescue Plan Grant Award/Contract: On September 16 we received a letter from State Librarian Jacob Speer announcing that JCPL is being awarded partial funding for our American Rescue Plan Act (ARPA) grant application entitled Jasper County Newspaper Digitization for Remote Access Phase 1. The award was in the amount of $24,986.60. We requested $91,800. When this grant opportunity was presented to Indiana libraries, the State Library invited us to 'think big' so we did. 154 grant applications totaling $7.41 million dollars were submitted. The State Library only had $3.47 million dollars to grant. Due to the volume of applications and the dollar amount requested, partial grant awards are being offered to most applicants. The grant monies we received will not fund the entire project, but the funds will get us started as we will be able to digitize all our Rensselaer titles by date from 1853 to 1920 and the KV Post-News dated 1932-1950. We recognize the importance of digitizing theses unique and historically significant newspapers. We field requests for information regularly, from individuals in our community and across the country seeking genealogy and obituary records that only we have. Searching through reels of microfilm can be time consuming as there is no mechanism for a key word search. Out digitized records will have this capability. Additionally, sometimes individuals cannot visit our library because they are homebound or do not have the means to travel to us. Remote access will allow folks to use these records from any location with internet access. Cost sharing is not required but we will contribute $1166 to this first phase. In order to complete this project more grant funding will be necessary, but we are so excited about this momentous beginning. According to the Managing Your ARPA Grant 2021 Manual, the Board will need to approve the ARPA Grant contract and authorize P. Stringfellow, the Agency Director to sign. J. Davidson moved to approve the contract and authorize P. Stringfellow, Director, to sign the contract, seconded by J. Harper. Motion passed.

NEW Service – Curbside Service: We recommend the Board adopt Curbside Service as a new regular service for the library and adopt the newly written Curbside Service Policy that has been written with service parameters for 'normal times' not 'pandemic times.' We still have our process and procedure that we used last year when in the early phases of our pandemic response. We can revert to that specific approach as needed. We believe that our patrons would like the option of curbside pickup at the library. This service will simply be another service option in addition to what we already do. J. Harper moved to adopt Curbside Service and the Curbside Service Policy as presented, seconded by N. Waling. Motion passed.

Advanced Tax Draw Resolution: To receive tax revenue as early as possible an Advanced Tax Draw request must be made to the County Auditor. The request is valid for 30 days. J. Umlauf made a motion to request an advanced draw, seconded by M. Heinig. Motion passed.

2022 Slate of Officers: The nominating committee, J. Harper (chairperson), K. Kaluf, and M. Heinig, will present a slate of officers for 2022 at the November Board Meeting. Board members can only serve two consecutive years in the same office. Election of officers will be at the December Board Meeting.

Director's Report: P. Stringfellow reported we have learned about a new product for health insurance that some other Indiana libraries have moved to, and we would like to get a quote so that we can get rates and compare the coverage and cost to our other options. To get a quote eligible employees must complete an application. Completed applications are due to the Business Office today, October 11. The Jasper County Clerk has announced that effective with the May 2022 Primary Election, Jasper County will be a Vote Center County. Vote Centers are polling locations where any eligible voter in Jasper County may go to vote. Jasper County will have 10 Vote Center locations, and Wheatfield Public Library will be one of them. September was Library Card Sign-Up Month. Items were provided for new patrons and any patron checking items out could have their name put in the drawing for weekly prizes. We issued 90 new traditional library cards in September. Last year we issued 68. We also issued 3300 digital access cards this year to schools in our service district.

Adjournment: With no further matters for discussion K. Housman moved to adjourn the meeting at 6:28 PM, seconded by J. Umlauf.

Julie Davidson

Julie Davidson, Secretary

Attest: Kevin Kaluf, President

CIRCULATION BY HOLDINGS CODE
October 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	16	0	0	16
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	34	4	0	38
Blu-Ray (DBR)	120	3	3	126
Books on CD (DBKCD)	63	4	1	68
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	39	3	1	43
Digital Audiobooks (DDA)	13	6	0	19
DVD (DDVD)	1047	71	51	1169
Equipment (DEQP)	45	0	0	45
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	308	20	13	341
Fiction Fantasy (DFICF)	7	0	0	7
Fiction Inspirational (DFICI)	68	0	11	79
Fiction Mystery (DFICM)	74	11	1	86
Fiction New (DFICNEW)	458	20	27	505
Fiction Science Fiction (DFICSF)	7	1	0	8
Fiction Western (DFICW)	3	0	0	3
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	23	3	2	28
Hanging Bags (DHANG)	12	2	0	14
Hotspots (DWIFI)	5	20	8	33
ILL (DILL)	45	5	2	52
Internet (DINTER)	378	0	0	378
Juv. Audio book (DJAUDB)	17	0	0	17
Juv. Biography (DJBIO)	56	0	4	60
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	19	0	0	19
Juv. Digital Device (DJDDP)	7	2	0	9
Juvenile Easy (DJE)	835	41	20	896
Juv. Easy Non-fiction (DJENF)	58	3	5	66
Juv. Easy Reader (DJER)	363	4	30	397
Juv. Easy Reader NF (DJERN)	12	1	0	13
Juv. Fiction (DJFIC)	499	12	12	523
Juv. Graphic Novel (DJGN)	117	1	2	120
Juv. Holiday books (DJHOL)	132	4	0	136
Juv. Launchpads (DPTAB)	4	0		4
Juv. Magazine (DJMAG)	34	3	0	37
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	234	4	32	270
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	166	6	11	183
Large Print Fiction (DLPF)	93	6	2	101
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	82	1	2	85
Large Print Nonfic (DLPNF)	5	1	0	6
Large Print Western (DLPW)	4	0	2	6
Magazine (DMAG)	254	1	4	259
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	0	0	6
Nonfiction 100 (DNF100)	11	0	1	12
Nonfiction 200 (DNF200)	6	2	3	11
Nonfiction 300 (DNF300)	46	1	4	51
Nonfiction 400 (DNF400)	1	2	2	5
Nonfiction 500 (DNF500)	13	0	6	19
Nonfiction 600 (DNF600)	69	6	8	83
Nonfiction 700 (DNF700)	35	2	9	46
Nonfiction 800 (DNF800)	13	4	0	17
Nonfiction 900 (DNF900)	52	2	0	54
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	36	1	1	38
Nonfiction (DNFIC)	9	0	0	9
Nonfiction New (DNFNEW)	134	8	16	158
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	6	0	0	6
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	7	0	0	7
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	75	0	75
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	13	0	0	13
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	2	0	0	2
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	133	5	9	147
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	22	1	0	23
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0		0
Storage (DZSTO)	4	0	0	4

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	17	0	19
Blu-Ray (RBR)	3	239	1	243
Books on CD (RBKCD)	4	53	5	62
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	5	86	2	93
Digital Audiobooks (RDA)	0	34	0	34
DVD (RDVD)	60	1486	49	1595
Equipment (REQP)	0	4	0	4
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	21	428	16	465
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	26	289	13	328
Genealogy (RGENE)	0	1	0	1
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	37	2	40
Hanging Bag (RHANG)	0	40	0	40
Hotspots (RWIFI)	2	31	8	41
ILL (RILL)	0	15	0	15
Internet (RINTER)	0	396	0	396
Juv. Audio book (RJAUDB)	2	5	1	8
Juv. Biography (RJBIO)	14	13	1	28
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	2	15	0	17
Juv. Digital Device (RJDDP)	0	8	0	8
Juvenile Easy (RJE)	34	485	24	543
Juv. Easy Non-fiction (RJENF)	2	48	2	52
Juv. Easy Reader (RJER)	12	260	9	281
Juv. Easy Reader NF (RJERN)	5	37	1	43
Juv. Fiction (RJFIC)	25	352	7	384
Juv. Graphic Novel (RJGN)	8	105	9	122
Juv. Launchpads (RPTAB)		2		2
Juv. Magazine (RJMAG)	0	0	0	0
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	33	169	10	212
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	10	153	1	164
Large Print Fiction (RLPF)	4	115	3	122
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	5	137	3	145
Large Print Nonfic (RLPNF)	0	8	0	8
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	86	0	86
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	2	1	3
Non-Fiction 100 (RNF100)	2	28	5	35

Non-Fiction 200 (RNF200)	4	8	0	12
Non-Fiction 300 (RNF300)	8	32	1	41
Non-Fiction 400 (RNF400)	1	6	0	7
Non-Fiction 500 (RNF500)	5	6	5	16
Non-Fiction 600 (RNF600)	13	78	20	111
Non-Fiction 700 (RNF700)	2	22	5	29
Non-Fiction 800 (RNF800)	1	3	2	6
Non-Fiction 900 (RNF900)	2	21	2	25
Nonfiction Blu-Ray (RNFBR)	2	0	0	2
Nonfiction DVD (RNFDVD)	7	66	3	76
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	13	140	20	173
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	1	0	1
Professional Coll. (RPRO)	0	5	0	5
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	1	5	0	6
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	47	7	0	54
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	8	0	32	40
STEAM Kits (RSTEAM)	0	6	0	6
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	0	1
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	5	42	0	47
YA Music CD (RYACD)	0	8	0	8
YA Nonfiction (RYANF)	0	0	0	0
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0		0
Storage (RZSTO)	0	3	0	3
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	1	11	14
Blu-Ray (WBR)	0	5	95	100
Books on CD (WBKCD)	9	8	69	86
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	2	4	25	31
Digital Audiobooks (WDA)	0	3	9	12
DVD (WDVD)	56	44	916	1016
Equipment (WEQP)	0	0	1	1
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	13	11	119	143
Fiction Fantasy (WFICF)	0	2	27	29
Fiction Inspirational (WFICI)	6	1	37	44
Fiction Mystery (WFICM)	3	6	64	73

Fiction New (WFICNEW)	31	6	136	173
Fiction Science Fiction (WFICSF)	1	1	3	5
Fiction Western (WFICW)	0	0	0	0
Genealogy (WGENE)	0	0	1	1
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	3	9	12
Hanging Bags (WHANG)	1	1	44	46
Hotspots (WWIFI)	3	28	8	39
ILL (WILL)	0	0	15	15
Internet (WINTER)	0	0	140	140
Juv. Audio book (WJAUDB)	3	0	11	14
Juv. Biography (WJBIO)	9	1	3	13
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	12	13
Juv. Digital Device (WJDDP)	0	0	1	1
Juvenile Easy (WJE)	51	41	354	446
Juv. Easy Non-fiction (WJENF)	0	0	78	78
Juv. Easy Reader (WJER)	23	8	161	192
Juv. Easy Reader NF (WJERN)	0	1	7	8
Juv. Fiction (WJFIC)	47	16	269	332
Juv. Graphic Novel (WJGN)	4	2	112	118
Juv. Launchpads (WPTAB)	0	0	5	5
Juv. Magazine (WJMAG)	0	0	13	13
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	20	11	155	186
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	6	1	222	229
Large Print Fiction (WLPF)	6	5	53	64
Large Print Inspirational (WLPI)	2	0	5	7
Large Print Mystery (WLPM)	3	1	4	8
Large Print New (WLPN)	2	7	67	76
Large Print Nonfic (WLPNF)	3	0	13	16
Large Print Western (WLPW)	1	0	0	1
Magazine (WMAG)	3	0	74	77
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	0	0	8	8
Non-Fiction 200 (WNF200)	2	1	2	5
Non-Fiction 300 (WNF300)	2	1	16	19
Non-Fiction 400 (WNF400)	2	0	2	4
Non-Fiction 500 (WNF500)	1	0	12	13
Non-Fiction 600 (WNF600)	2	10	60	72
Non-Fiction 700 (WNF700)	0	2	21	23
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	8	3	22	33
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	4	2	57	63
Nonfiction (WNFIC)	0	1	0	1
Nonfiction New (WNFNEW)	10	5	51	66
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	3	3
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	1	0	1	2
YA Books on CD (WYABKCD)	0	0	0	0
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	10	6	89	105
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	3	4
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0		0
Storage (WZSTO)	0	0	0	0
TOTAL	7133	6268	4273	17674

CIRCULATION BY HOLDINGS CODE
October 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	16	0	0	16
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	38	22	11	71
Blu-Ray (BR)	125	247	99	471
Books on CD (BKCD)	76	65	75	216
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	46	93	28	167
Digital Audiobooks (DA)	13	43	9	65
DVD (DVD)	1163	1601	1016	3780
Equipment (EQP)	45	4	1	50
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	342	459	148	949
Fiction Fantasy (FICF)	7	2	27	36
Fiction Inspirational (FICI)	74	1	48	123
Fiction Mystery (FICM)	77	17	65	159
Fiction New (FICNEW)	515	315	176	1006
Fiction Science Fiction (FICSF)	8	2	3	13
Fiction Western (FICW)	3	0	0	3

Genealogy (GENE)	0	1	1	2
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	24	43	13	80
Hanging Bags (HANG)	13	43	44	100
Hotspots (WIFI)	10	79	24	113
ILL (ILL)	45	20	17	82
Internet (INTR)	378	396	140	914
Juv. Audio book (JAUDB)	22	5	12	39
Juv. Biography (JBIO)	79	14	8	101
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	21	16	12	49
Juv. Digital Device (JDDP)	7	10	1	18
Juvenile Easy (JE)	920	567	398	1885
Juv. Easy Non-Fiction (JENF)	60	**51**	85	196
Juv. Easy Reader (JER)	398	272	200	870
Juv. Easy Reader NF (JERN)	17	39	8	64
Juv. Fiction (JFIC)	571	380	288	1239
Juv. Graphic Novel (JGN)	129	108	121	358
Juv. Holiday (JHOL)	132	4	0	136
Juv. Launchpads (PTAB)	4	2	5	11
Juv. Magazine (JMAG)	34	3	13	50
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	287	184	197	668
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	1	1
Juv. Toddler (JTOD)	182	160	234	576
Large Print Fiction (LPF)	103	126	58	287
Large Print Inspirational (LPI)	2	0	5	7
Large Print Mystery (LPM)	3	1	4	8
Large Print New (LPN)	89	145	72	306
Large Print Nonfic (LPNF)	8	9	13	30
Large Print Western (LPW)	5	0	2	7
Magazine (MAG)	257	87	78	422
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	6	2	5	13
Non-Fiction 100 (NF100)	13	28	14	55
Non-Fiction 200 (NF200)	12	11	5	28
Non-Fiction 300 (NF300)	56	34	21	111
Non-Fiction 400 (NF400)	4	8	4	16
Non-Fiction 500 (NF500)	19	6	23	48
Non-Fiction 600 (NF600)	84	94	88	266
Non-Fiction 700 (NF700)	37	26	35	98
Non-Fiction 800 (NF800)	14	7	5	26
Non-Fiction 900 (NF900)	62	26	24	112
Non-Fiction Blu-Ray (NFBR)	2	0	0	2
Non-Fiction DVD (NFDVD)	47	69	61	177
Nonfiction (NFIC)	9	1	0	10
Nonfiction New (NFNEW)	157	153	87	397
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	1	0	3
Professional Coll. (PROF)	0	5	0	5

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	6	1	0	7
Reference (REF)	36	16	32	84
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	8	5	1	14
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	47	7	0	54
SRCS (From other libraries III-SRC	0	75	0	75
SRCS (SRCSW) Wheatfield	8	0	32	40
STEAM Kits (STEAM)	13	6	3	22
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	2	1	0	3
YA Biography (YAB)	3	0	1	4
YA Books on CD (YABKCD)	0	0	0	0
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	148	53	98	299
YA Music CD (YACD)	0	8	0	8
YA Nonfiction (YANF)	23	1	3	27
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	4	3	0	7
				0
Free reads	156	128	81	365
Games/Puzzles	71	0	10	81
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7397	6411	4393	18201

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1388	1199	689	3276
Nonfiction	610	475	386	1471
CHILDREN'S BOOKS				
Fiction	2233	1526	1249	5008
Nonfiction	558	253	291	1102
YA BOOKS				
Fiction	172	96	111	379
Nonfiction	26	1	4	31
Preloaded Dig Dev, Child	4	2	5	11
Magazines, Adult	257	87	78	422
Magazines, Children	34	3	13	50
Sound Recordings, adult	137	202	112	451
Sound Recordings, ch	56	72	68	196
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	55	82	32	169
STEAM Kits	13	6	3	22

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1343	1918	1176	4437
Equipment	55	83	25	163
Total	6941	6005	4242	17188
A-V Circulation	1536	2192	1356	5084
A-V Circulation as % of total	22.1%	36.5%	32.0%	29.6%

CIRCULATION STATISTICS

October 2021

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	65	2	**1,388**	58	11	**1,199**	63	470	**689**	**3,276**
Nonfiction	55	2	**610**	61	2	**475**	38	10	**386**	**1,471**
CHILDREN'S BKS										
Fiction	62	0	**2,233**	69	7	**1,526**	57	242	**1,249**	**5,008**
Nonfiction	20	0	**558**	16	0	**253**	5	0	**291**	**1,102**
YA BOOKS								0		
Fiction	11	1	**172**	13	20	**96**	14	0	**111**	**379**
Nonfiction	3	0	**26**	3	0	**1**	0	0	**4**	**31**
Preloaded Dig Dev	0	0	**4**	0	0	**2**	0	0	**5**	**11**
Magazines,Adult	0	0	**257**	0	0	**87**	0	0	**78**	**422**
Magazines, Child	0	0	**34**	0	0	**3**	0	0	**13**	**50**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	5	0	**137**	15	0	**202**	12	0	**112**	**451**
Sound Rec/Child	1	0	**56**	5	5	**72**	2	17	**68**	**196**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**55**	0	0	**82**	0	0	**32**	**169**
STEAM Kits	0	0	**13**	0	0	**6**	0	0	**3**	**22**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	49	0	**1,343**	56	298	**1,918**	32	4	**1,176**	**4,437**
Equipment	0	0	**55**	0	0	**83**	0	0	**25**	**163**
TOTAL	271	5	**6,941**	296	343	**6,005**	223	743	**4,242**	**17,188**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	85,699	77,746	61,081
Circulation Increase/Decrease			

MONTHLY SYSTEM STATISTICS	2020	2021	% change
Current month's Circulation	33,497	17,188	-48.7%
Jan. to date circulation	129,137	159,967	23.9%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
24,807	24,870	16,700	16,747	16,809	16,402	**Fiction**
19,782	19,835	19,177	19,236	8,276	8,304	**Nonfiction**
						CHILDREN'S BKS
15,957	16,019	14,538	14,600	13,563	13,378	**Fiction**
9,476	9,496	6,399	6,415	6,678	6,683	**Nonfiction**
						YA BOOKS
2,387	2,397	3,382	3,375	3,541	3,555	**Fiction**
652	655	369	372	77	77	**Nonfiction**
5	5	8	8	10	10	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,876	3,881	771	786	4,823	4,835	**Sound Rec/Adult**
657	658	4,185	4,185	839	824	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-60	-60	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,565	7,614	11,531	11,289	6,886	6,914	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
85,433	85,699	77,793	77,746	61,601	61,081	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
R5

October 2021

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	224	49	269	58	295	64	788	171
LOCAL HISTORY								
In person	5	1	7	2	0	0	12	3
Letters written	16	16	13	13	0	0	29	29
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	378	16	396	17	140	6	914	38
Internet use-Wireless	1110		1140		510		2760	
VCR Use	0	0	0	0	0	0	0	0
Microforms	2	0	28	4	0	0	30	4
Public FAX24	37		18		44		99	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	6	2	0	0	6	2
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	8		8		2		18	
Outreach activities	11	11	1	1	5	3	17	11
Meeting Room Use (no. of group	35	12	35	12	24	8	94	31
Study room use	30	3	28	2	24	2	82	7
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	2	2	0	0	1	1	3	18
E-books downloaded							2941	
IN-HOUSE USE ITEMS	109		256		74		439	
SELF-CHECKOUT USE	49		287		70		406	
INTERLIBRARY LOANS								
Requests made for:	40	10	29	7	33	8	102	26
Items rec'd for:	36	18	16	8	32	16	84	42
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6398	10647	4037	21082
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	212	426	96	734
Number of New Patrons Added	48	34	36	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	2	12	1	6	3	18

Children's Programs (0-13)	10	60	9	54	12	72	31	186
Number attending	104		69		484		657	
YA Programs (14-17)	3	18	1	6	0	0	4	24
Number attending	11		3		3		17	
Adult Programs	3	18	3	18	0	0	6	36
Number attending	67		37		101		205	
Senior Citizen Programs	4	24	2	12	4	24	10	60
Number attending	17		15		20		52	
Total Number of Programs	**20**	120	**17**	102	**17**	102	**54**	324
Total Persons Attending	**199**		**124**		**608**		**931**	
Total Attending Same Month Last Yr.	44		58		545		647	
Total Staff Hours Spent		257		227		210	695	706
Total Number of In-House Progran	**15**		**17**		**11**		**43**	
Total Attendance	**131**		**124**		**86**		**341**	
Total Number of Outreach Progran	**5**		**0**		**6**		**11**	
Total Attendance	**68**		**0**		**522**		**590**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4824	69.1%	4071	67.9%	3062	72.5%	11957	69.5%
Corporate	128	1.8%	0	0.0%	0	0.0%	128	0.7%
Juvenile 0-11	78	1.1%	108	1.8%	105	2.5%	291	1.7%
Juvenile-AV	638	9.1%	392	6.5%	411	9.7%	1441	8.4%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	117	1.7%	188	3.1%	90	2.1%	395	2.3%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	52	0.7%	3	0.1%	0	0.0%	55	0.3%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School	0	0.0%	39	0.7%	0	0.0%	39	0.2%
School AV	0	0.0%	36	0.6%	0	0.0%	36	0.2%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	96	1.6%	0	0.0%	96	0.6%
Staff	745	10.7%	901	15.0%	421	10.0%	2067	12.0%
Walking books	21	0.3%	30	0.5%	0	0.0%	51	0.3%
YA 12-17	28	0.4%	16	0.3%	21	0.5%	65	3.4%
YA-AV	351	5.0%	118	2.0%	114	2.7%	583	3.4%
Total	6982		6000		4224		17206	
All items borrowed by nonresidents	169	2.4%	268	4.5%	90	2.1%	527	3.1%

R7

Salary Ordinance 2021
Updated 11/8/21

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Faith Pruitt	Page	$7.25	11/1/21	10	D

We have hired Faith Pruitt as DeMotte Page, replacing Virginia Salyer who was promoted to DeMotte Clerk.

We have examined and approved the changes to the 2021 Jasper County Public Library Salary Ordinance. Dated 11/8/21.

Julie Davidson

Janelle L. Harper

Natalie A. Waling

R 10

Materials Selection Policy

LIBRARY BILL OF RIGHTS

The Library Bill of Rights, which follows, is as precise and concise a statement of our beliefs as can be found. We have adopted it as a part of our overall selection policy.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The library sets as its major goals in materials selection: to inform, enrich and empower all residents of the library's service district.

The phrase "library materials" as it occurs in this policy has the widest possible meaning. Included are such materials as books, magazines, movies, audio books, e-books, and music ~~and computer software~~.

Ultimate responsibility for materials selection rests with the Director, who operates within the framework of this selection policy adopted by the Library Board. Actual materials selection is done by librarians and other qualified personnel.

No new format may be added without Board approval.

BUILDING THE COLLECTION

The collection, taken as a whole, will be an excellent and unbiased source of information and recreation. It will include as wide a selection as possible. Subjects and viewpoints will be covered in sufficient depth to meet anticipated and expressed needs.

Selection of materials by the Library does not mean endorsement of the contents or views expressed in those materials. The collection as a whole will be sufficiently diverse to promote no causes, to further no movements, and to endorse no viewpoints.

By Age Group

1. Adult: Selection must be as broad in scope as the interests and needs of the community. Besides aiming at variety and depth, it must recognize a wide range of reading ability and taste.

2. Young Adult: Each library will maintain a collection for young people aged approximately 11-17. This collection is intended primarily as a bridge between children and adult collections. Some titles appear in both the adult and young adult collections or in the children's and young adult collections.

3. Juvenile: This collection will endeavor to satisfy the informational, recreational, and cultural reading interests and needs of children from birth to age 12.

CRITERIA FOR SELECTION

All acquisitions, whether purchased or donated, will be selected in accordance with one or more of the following criteria:

- Critical reviews and information in professional selection aids
- Effectiveness of style, format and content for intended audience
- Need for breadth and diversity of viewpoints and subjects within the collection
- Relation to existing collection and other materials on the subject
- Reputation and significance of author, publisher, composer and/or artist
- Patron interest
- Cost
- Contemporary significance or permanent value
- Format

The Library recognizes that many materials are controversial and that any given item may offend some patrons. The choice of library materials by users is an individual matter. A person may reject certain items for himself/herself or for his/her family, but he/she does not have the right to restrict access to these materials by others. Selection will not be made on the basis of any anticipated approval or disapproval, but on the merits of the work as it relates to the criteria listed.

The library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity, the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

LOCAL HISTORY

The Jasper County Public Library recognizes the need to collect materials pertaining to the history and past residents of Jasper County.

The Rensselaer, DeMotte and Wheatfield Libraries will collect and retain a copy of all written and photographic materials reasonably available pertaining to the specific communities within which those branches are located. These materials should include oral and written histories of community families. In most cases, the Library is not able to accept clothing and other such historical memorabilia.

The Rensselaer Library is charged with maintaining a specialized genealogy and local history collection concerning Jasper County and the State of Indiana. The DeMotte Library will collect and retain a copy of all materials reasonably available pertaining to the history of the Kankakee Valley area.

GIFTS

Gifts are accepted subject to the following limitations:

1. The Library retains the right to accept or reject any gift.
2. The Library retains the unconditional ownership of the gift.
3. The Library makes the final decision on its use or other disposition of the gift.
4. The Library reserves the right to decide the conditions of display, housing and access to the materials.

COMPLAINTS

Complaints concerning specific materials in the collection should be discussed with the appropriate department or Agency Librarian, and/or Director. If a satisfactory resolution is not reached, the patron may make a written complaint using a Request for Reconsideration Form which will be reviewed by a staff committee appointed by the Director. The patron will be notified when the committee has made a determination.

If requested, the decision of the committee may be referred to the Library Board who will determine if Library policy has been followed.

COLLECTION MAINTENANCE

Except in the area of local history, JCPL is not a library of historical record. Therefore, to ensure a vital and useful collection, materials no longer useful to the library system will be disposed of according to good library practice and retention schedules.

USE OF LIBRARY MATERIALS

Library materials are not marked or identified to show approval or disapproval of the contents, and no book or other item is sequestered except for the purposes of protection from injury or theft.

Adopted June 18, 1948. Amended 2/61, 6/67, and 1/80 by the ALA Council
Policy revised 11/96, 11/99; 11/01; 11/03; 11/09; 11/11; 11/13;
revised 11/15; revised 11/21

R 12

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing. Patrons will be blocked from borrowing materials when ~~account balance exceeds $5.00, or they have an overdue hotspot, or when a borrowed item becomes 8 weeks overdue or when library card has expired.~~ one of the following conditions is met:

- Account balance exceeds $5.00
- Borrower has an overdue hotspot
- A single borrowed item becomes 8 weeks overdue
- Borrower library card has expired

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, and library employees are eligible for free Jasper County Public Library cards.

Non-resident students attending and non-resident teachers teaching at a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card in good standing from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Reciprocal cards must be renewed annually. Only residents of Jasper County, excluding Carpenter Township and persons owning property in Jasper County, are eligible to borrow materials through INShare. Reciprocal borrowers and PLAC card holders may request INShare items at their home library.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children, adults, and Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked. Parents or legal guardians are not required to have their own card.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are long overdue or damaged.

Library cards do have expiration dates. Patrons in Collections are not allowed to renew or purchase a card until their account has a zero balance.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed, Th: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

Blu-ray/DVD's, nonfiction	3 weeks
Blu-ray/DVD's, entertainment:	1 week
Hotspot	1 week
Launchpads/STEAM kits	1 week
Newspapers	1 week
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
VCR/DVD player:	in house use only
E-devices	in house use only

All materials may be renewed for five additional loan periods except for Hotspots. All circulating materials may be held for patrons. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

For school purposes books may be borrowed for an extended loan period of 6 weeks (with five three-week renewals).

Loan Limits

Blu-ray/DVDS:	5 entertainment Blu-rays, 5 nonfiction Blu-rays, 5 entertainment DVDs, and 5 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray/DVD's with signed parental permission form.
CD's:	20 adult cds, 20 YA cds, and 20 jcds per borrower's card (multiple CD sets count as one item)
Hotspots:	1 per adult card
Launchpads/STEAM kits	1 per card
All other materials:	Unlimited loan

Fines and Fees

May only be paid in US currency. Fines do not accrue on days the library is closed. Fines will never exceed the original cost of the overdue item. No refunds will be issued except in the case of library error.

Overdue materials:	Hotspot	$5.00 per day per item
Overdue materials referred to collection agency:		$10.00 per borrower plus overdue fines/fees

The lending library determines the fees that patrons will pay for lost or damaged ILL items.

Equipment Loans:	$2.00 per day; $10.00 deposit
(exception-LCD projector $10/day with	$100 deposit) refunded when material is returned undamaged
Lost Book	Original retail cost of item plus $5.00 processing fee
Transparent Language	Original retail cost of item plus $10.00 processing fee
Lost audiobook/Playaway/Playaway Views:	Original retail cost of item plus $10 processing fee
Lost or damaged pamphlets:	$1.00 per item plus $1.00 processing fee
Lost or damaged magazine:	$5.00 plus $3.00 processing fee
Other lost or damaged materials:	Original retail cost of item plus $5.00 processing fee.
Lost or damaged Hotspot:	Original retail cost of item plus $10 processing fee
Lost or damaged Launchpad/STEAM Kit/Wonderbook:	Original cost of item plus $5 processing fee

Patrons are required to pay for lost or damaged equipment and peripherals. Prices for equipment and peripherals do fluctuate. Fees will not be written into this policy. Instead the Business Manager will provide each library a current price list for equipment and peripherals that is based upon cost to the library.

Definition of Damaged Materials: Any material damaged while checked out to a patron where the damage is extensive enough to warrant removal from the collection and/or the material is deemed beyond repair. Examples of such damage include, but are not limited to, the following types of damage:

- Water, heat, smoke, fire, and/or mold damage
- Chewed, broken, torn, or otherwise damaged covers, pages, cases, discs, etc.
- Excessive writing, highlighting, or marking on library materials
- Malicious disfigurement of the physical item
- Malodorous items (pervasive, strong odors)

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

$20.00 all hardback books, Blu-ray/DVDs, CDs
$8.00 all paperbacks
$1.00 all vertical file items, newspapers

Lost or damaged borrower's card:	$2.00
Photocopy Fees:	5 cents per side (black/white) 20 cents per side (color)

Printing Fees: 5 cents per side (black/white) or 20 cents per side (color); printing from online catalog is free

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Flash Drives
Earbuds
DVD + R Writeable DVD

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Curbside Service: This service will be available anytime the library is open for business for materials pick-up. All circulating materials are available to be placed on hold and can be distributed through the curbside pick-up service. See Curbside Service Policy.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. See Interlibrary Loan Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL system.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

7/96; revised 11/21

PEOPLE COUNT WEEK: WEEK OF OCTOBER 11-16, 2021

Year	Persons Entering Building			Materials Used			Copies Made for Patrons			CD-ROM/Internet/ OPAC Use			Directional Questions						Reference Questions					
													Phone			In-Person			Phone			In-Person		
	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W
2021	**1036**	**545**	**573**	**103**	**78**	**36**	**32**	**53**	**6**	**106**	**141**	**42**	**75**	**54**	**17**	**310**	**90**	**103**	**68**	**88**	**33**	**192**	**218**	**98**
2020	764	479	492	81	90	80	36	110	7	81	128	30	133	36	45	252	42	77	74	90	19	109	164	72
2019	1435	1531	900	324	301	51	105	208	11	247	254	72	182	85	85	481	109	287	129	178	22	355	278	119
2018	1265	1518	918	413	280	78	153	50	13	149	250	120	199	77	43	336	166	159	75	163	36	314	364	150
2017	1539	1829	996	191	241	101	54	52	4	206	342	132	220	130	97	420	116	167	119	128	28	399	283	88
2016	1467	2177	1257	193	229	65	140	50	5	669	1364	351	88	88	55	189	132	145	44	84	59	148	279	52
2015	1314	1657	1098	65	252	70	18	85	3	772	1150	401	101	105	66	213	160	138	46	121	19	140	311	56

Total number:

	D	R	W
2021	1922	1267	908
2020	1530	1139	822
2019	3258	2944	1547
2018	2904	2868	1517
2017	3148	3121	1613
2016	2938	4403	1989
2015	2669	3841	1851

Monthly Equivalents

REFERENCE QUESTIONS

	D	R	W
Telephone: Directional	325	234	74
Telephone: Reference	294	381	143
In-person: Directional	1342	390	446
In-person: Reference	831	944	424
Total	2792	1949	1087
COPIES MADE FOR PATRONS	139	229	26

R16

Resolution To Establish an American Rescue Plan Act (ARP) Grant Fund

WHEREAS, Board of the Jasper County Public Library finds that an American Rescue Plan Act (ARP) grant fund needs to be established to receive money from the Indiana State Library; and

WHEREAS, the fund name as directed by State Board of Accounts must be called "ARP Grant Fund",

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Jasper County Public Library do hereby establish the ARP Grant Fund for the purpose(s) of receiving money from the American Rescue Plan and uses of the fund in accordance with the purpose of helping communities respond to the pandemic, as well as to address related economic and community needs through equitable approaches.

DULY ADOPTED by the Board of Trustees of the Jasper County Public Library at its regular meeting held on the 8th day of November, 2021, at which meeting a quorum was present.

NAY

AYE

Mich Heiny
Janelle L. Harper
Natalie A. Waling
Julie Davidson
Janet Umlauf
Kristi Hove

ATTEST: Julie Davidson
Secretary

Director's Report
October 2021

Consent Agenda:

You will be approving the minutes of the October Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

Policies for Review: There are three policies up for review in November: Materials Selection Policy, Circulation Policy, and Indemnification Policy. We recommend minor revisions to the Materials Selection Policy and the Circulation Policy. In the Materials Selection Policy, we recommend striking computer software because we no longer circulate this material type. In the Circulation Policy, we have reformatted the information provided in the opening paragraph. We think it is more easily understood with this format. On the last page of the policy, we added a reference to our newest service, Curbside Service. I also put the items in that section in alphabetical order. We are not recommending any revisions to the Indemnification Policy. Please see R 10 & R 12. **If you approve the Consent Agenda items, you will approve revising the Materials Selection Policy and the Circulation Policy as presented.**

General Business:

Technical Services Librarian & Systems Administrator Annual Reports: Rebecca Amalong and Sheila Broussard will present their annual reports at the November Board meeting.

Health & Life Insurance Renewal: We hope to have a health and life insurance recommendation to present at our November board meeting. We have some information from our agent but not everything. We continue to follow up with our agent.

Dental and Vision Insurance Renewal: We hope to bring a recommendation to the board at our November meeting.

Resolution to Establish an ARPA Fund: The State Board of Accounts alerted the State Library who in turn alerted us that since we received ARPA grant funding from the State Library, a resolution to establish an ARPA Fund is required. A board vote is required to establish an ARPA Fund.

2022 Slate of Officers: The Nominating Committee will present a slate of officers for 2022. Elections will be held at the December Board meeting.

Year-End Board Meeting: We need to establish a date/time for our year end board meeting. To allow the business office time to wrap up our final bill pay and year-end paperwork, we suggest holding the meeting on Wednesday, December 29, 2021. What time shall we meet? Who is able to attend? We need at least 4 board members for a quorum.

Director's Report:

We have gone out for bid for our DeMotte Parking Lot Project. After our October board meeting Harry did send the bid documents to Ed for his review. After review, Ed advised that we move straight ahead. At last! There was a pre-bid meeting at the DeMotte Library at 3pm on October 28. Bids are due at 3pm on December 13. They will be opened publicly and read aloud at the Rensselaer Library. They are scheduled to be presented to the board at your 6pm meeting on that same day. Harry invited a number of general contractors and subcontractors to bid, including two entities that we learned might be interested in bidding: Jeff Eenigenburg, ICS, Inc. (a construction company with offices in Illinois) and Ryan Preston, a General Contractor in Rensselaer. Public bid notices will also be published in the Rensselaer Republican and KV Post as required.

On October 20 I received a Notice to Taxpayers – Hearing on Proposed Local Income Tax Ordinance via email and again on October 25 via USPS certified mail. When I received the notice via email, I contacted and asked our DLGF Field Rep to provide insight regarding how much revenue the library could potentially lose with this change. I explained that I was looking for a ballpark figure at the very least, and that I wanted to be able to explain to the board what this might mean for future revenue. Here was our Field Rep's response - *As a taxpayer, you will pay the same amount. The county is basically shifting Lit Levy Freeze a little to Public Safety. On the Lit Levy Freeze Equivalency Rate report what the county is proposing is to reduce the amount in column 4 that goes to the stabilization Fund. As a unit, you will still receive your LIT Levy Freeze (Column 3) it just means that less will be listed in column 4, the amount that goes to the stabilization fund. Instead, they are proposing to give the difference to LIT Public Safety which would be an increase to the county, cities and towns to help fund expenditures that fall within that category. Again, there is no difference in the amount you will receive as a library. They are just shifting some of that "savings" or stabilization amount in to public safety.* I did attend the hearing. I was the only public in attendance, and I made no comment. I do think it is important to be present for hearings like this.

We have signed our ARPA Grant and have received official word that we can begin spending. We are eager to get started.

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. A summary of our count is included in your November packet. Please see R 16.

Several members of our staff participated in virtual TLCU in October and found it valuable and enlightening. LEUs were earned.

Our Summer Reading theme for 2022 will be "Oceans of Possibilities."

System Administrator News

Sheila worked on ensuring all PC ESET software and virus definitions are up to date, and she updated the server ESET software at end of month. She reports, "Many of our servers are low on disk space because we are trying to get Windows Server Update Services (WSUS) to push out Windows 10 updates to all PCs. The Windows 10 updates are large and have been filling the disk space. I've tried to "clean up" space on the server by deleting old software (Softrack, Public Web Browser, old Research Resources icons, etc....). However, we are still quite close to full on 2 or 3 servers. I will work with Chris on this when it becomes an issue. Contacted T-Mobile rep to request 1 test device before we move to all new devices ahead of CDMA being turned off on or around 1/1/2022. Staff at each library have had opportunities to take it home to test it. So far, it seems to work."

Technical Services News

Becky reports, "I took part in TLCU. There were no technical problems this year. There was some good information about cataloging, and the new LS2Cataloging which we hope to get in future. Kim Mumbower said that the new cataloging is going to be getting periodic upgrades, but the shift is moving from that product to upgrades for LS2Staff (circulation) and LS2 PAC. I also attended a session on LS Ideas on the TLC website. This is a way for TLC to get client input about what things need to be "fixed" in the different aspects of the ILS."

DeMotte Library News

Shannon reports, "Autumn worked with a history class from DeMotte Christian, so that they could come to the library and pick out books for their project. While it was an exhausting visit, it was a very fulfilling visit. Autumn enjoyed helping the students and getting one on one interactions with them while helping. The Anime Club has a steady 4 teens and they are really enjoying the content and socialization the programs gives them. Autumn started doing solo Story Times this month and the kids are starting to recognize her, which is exciting. Karla and Autumn work closely together when developing plans and this has helped greatly in making Autumn feel comfortable. We had a patron for Magnificent Monday, so that's wonderful!"

Rensselaer Library News

Janice reports, “Magnificent Monday has been a lot of fun we had a very good turn out this month. The Saint A. classes have been coming on a regular basis. Our Story Times have been going well and we have made use of a couple of Indiana State Library story time kits for our program. STEAM workshop was fun watching our indicator change colors depending upon weather we added a base or an acid to it. We are looking forward to fall projects in November.”

Wheatfield Library News

Evie reports, “The Youth Services Department kept busy with several activities this month. Rachael and Nikki have been asking kids to decorate pumpkins and leaves at home and then return to display in the children’s area. They held a variety of programs, including weekly sessions of Lapsit, two Halloween Story Times, Maker Monday, After School Program, and a Virtual Scavenger Hunt for teens to celebrate ALA’s “Teen-tober.” They also held a drawing for teens using their cards. Rachael attended her usual Wheatfield Elementary School visits and participated in WES’s Science Fair, interacting with students and their families. Nikki and I started Nerf Night again – while there were only 7 participants, they all had a great time and plan on returning for the November session with friends. Staff have commented that there seem to be more patrons taking advantage of our PrinterOn service. A few of our programs – Nerf Night, Friday evening crafts, and upcoming Holiday Photo Booth – have also been getting a lot of buzz on social media recently.”

Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet. - Patty

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JCPL FINANCIAL STATEMENT

October 31, 2021

	Beginning 2021 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$986,255.79	**$209,981.48**	$1,921,544.36	**$76,136.07**	$1,622,312.48	**$687,023.91**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$23,037.10	$217.81	$11,065.10	$250.00	$13,412.91	**$25,384.91**
DeMotte	$7,596.28	**$0.00**	$2,338.90	**$0.00**	$3,534.20	**$8,791.58**
Rensselaer	$13,051.35	**$125.69**	$6,019.96	**$100.00**	$7,063.75	**$14,095.14**
Wheatfield	$2,389.47	**$92.12**	$2,706.24	**$150.00**	$2,814.96	**$2,498.19**
Library Improvement Reserve Fund	$232,233.18	**$0.00**	$0.00	**$18.47**	$192.22	**$232,425.40**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,276,263.01	**$0.00**	$5,967.84	**$109.23**	$1,205.57	**$2,271,500.74**
Includes Investments of $2,108,598.10						
State Technology Fund Grant Fund	$1,101.29	**$1,782.00**	$16,038.00	**$0.00**	$17,448.98	**$2,512.27**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$78.67	**$0.00**	$55.26	**$3.59**	$20.35	**$43.76**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
COVID: CARES ACT mini-grant	$0.00	**$0.00**	$2,000.00	**$0.00**	$2,000.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$8,489.50**	$80,971.58	**$8,489.50**	$80,971.58	**$0.00**
FICA Tax Collected	$0.00	**$8,354.54**	$83,322.02	**$8,354.54**	$83,322.02	**$0.00**
State Tax Collected	$0.00	**$3,758.95**	$37,460.41	**$3,758.95**	$37,460.41	**$0.00**
County Tax Collected	$0.00	**$2,869.37**	$28,605.99	**$2,869.37**	$28,605.99	**$0.00**
INPRS	$0.00	**$3,073.03**	$31,575.51	**$3,073.03**	$31,575.51	**$0.00**
Deferred Comp Plan	$0.00	**$3,040.00**	$30,050.00	**$3,040.00**	$30,050.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,972.08**	$40,838.99	**$3,972.14**	$41,002.72	**$163.73**
Life Insurance	$0.00	**$288.37**	$3,342.10	**$288.40**	$3,339.56	**($2.54)**
Garnishments	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,522,381.94**	**$245,827.13**	**$2,292,837.16**	**$110,363.29**	**$1,992,920.30**	**$3,222,465.08**

F2

Bank Balances

Jasper County Public Library

Report as of: **10/31/21**

	Bank	
1	Alliance Bank	$1,113,596.98
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,108,598.10
	Total all banks =	**$3,222,465.08**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/17	$140.76	Jan-21
								$110.81	Feb-21
								$113.34	Mar-21
								$115.30	Apr-21
								$110.63	May-21
								$104.85	Jun-21
								$93.35	Jul-21
								$91.79	Aug-21
								$91.35	Sep-21
								$96.29	Oct-21

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$1,068.47**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **10/1/21** *To* **10/31/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$81,162.00	$0.00	$81,162.00	$6,763.46	$67,567.87	$13,594.13	16.7
1.12 SALARY OF ASSISTANTS	$1,205,452.00	$0.00	$1,205,452.00	$98,354.52	$980,936.71	$224,515.29	18.6
1.13 WAGES OF JANITORS	$98,306.00	$0.00	$98,306.00	$6,962.21	$70,487.07	$27,818.93	28.3
1.21 EMPLOYER'S SHARE-FICA	$105,946.00	$0.00	$105,946.00	$8,354.54	$83,322.02	$22,623.98	21.4
1.22 UNEMPLOYMENT COMPENSATION	$2,464.00	$0.00	$2,464.00	$237.40	$2,175.65	$288.35	11.7
1.23 EMPLOYER'S CONTRIB.- PERF	$124,140.00	$0.00	$124,140.00	$10,179.80	$101,785.82	$22,354.18	18.0
1.24 EMPLOYER'S CONTRIB.- INS.	$167,607.00	$0.00	$167,607.00	$11,789.16	$118,703.10	$48,903.90	29.2
Subtotal	*$1,785,077.00*		$1,785,077.00	$142,641.09	$1,424,978.24	$360,098.76	20.2
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$45.52	$454.48	90.9
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$261.27	$3,634.14	$3,365.86	48.1
2.21 CLEANING & SANITATION SUPPLIES	$7,000.00	$0.00	$7,000.00	$374.95	$5,167.72	$1,832.28	26.2
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$661.07	$3,309.16	$2,190.84	39.8
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$104.42	$1,395.58	93.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$69.31	$330.69	82.7
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$208.94	$541.06	72.1
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$262.05	$6,815.46	$9,684.54	58.7
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$4.92	$4.92	$95.08	95.1
Subtotal	*$39,750.00*		$39,750.00	$1,564.26	$19,359.59	$20,390.41	51.3

3. Other Services and Charge

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$0.00	$4,380.00	$620.00	12.4
3.14 OTHER PROFESSIONAL SERVICES	$6,400.00	$0.00	$6,400.00	$62.00	$1,951.42	$4,448.58	69.5
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$3,811.00	$15,861.69	$3,138.31	16.5
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$22,424.97	$9,075.03	28.8
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$13,000.00	$0.00	$13,000.00	$1,079.52	$10,796.80	$2,203.20	16.9
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$46.90	$288.90	$1,711.10	85.6
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$903.28	$7,913.59	$12,086.41	60.4
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$0.00	$162.69	$8,837.31	98.2
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$117.76	$829.65	$970.35	53.9
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$1,139.64	$11,555.66	$73,764.34	86.5
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$493.50	$306.50	38.3
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$2,338.98	$1,161.02	33.2
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,500.00	$0.00	$27,500.00	$9,939.50	$24,857.00	$2,643.00	9.6
3.51 GAS	$25,000.00	$0.00	$25,000.00	$899.21	$10,786.80	$14,213.20	56.9
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$9,078.00	$80,362.15	$29,637.85	26.9
3.53 WATER	$3,500.00	$0.00	$3,500.00	$268.03	$3,224.86	$275.14	7.9
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$593.68	$5,893.76	$2,106.24	26.3
3.61 BUILDING & STRUCTURES	$117,000.00	$0.00	$117,000.00	$2,480.42	$36,552.31	$80,447.69	68.8
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$171.25	$328.75	65.8
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$13.03	$281.30	$18.70	6.2
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,808.11	$791.89	30.5
3.93 TAXES & ASSESSMENTS	$2,100.00	$0.00	$2,100.00	$0.00	$418.00	$1,682.00	80.1
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.98 MAINTENANCE/SERVICE CONTRACTS	$108,690.00	$0.00	$108,690.00	$20,090.17	$114,628.51	($5,938.51)	-5.5
Subtotal	*$603,430.00*		$603,430.00	$50,522.14	$358,281.90	$245,148.10	40.6
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$42,000.00	$0.00	$42,000.00	$79.64	$3,347.27	$38,652.73	92.0
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$10,234.65	$73,156.46	$76,843.54	51.2
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$747.00	$11,088.17	$5,411.83	32.8
4.53 NONPRINTED MATERIALS	$64,000.00	$0.00	$64,000.00	$4,192.70	$31,332.73	$32,667.27	51.0
Subtotal	*$272,500.00*		$272,500.00	$15,253.99	$118,924.63	$153,575.37	56.4
Grand Total	$2,700,757.00	$0.00	$2,700,757.00	$209,981.48	$1,921,544.36	$779,212.64	28.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

F3d

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **10/1/21** *To* **10/31/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$16,038.00	($16,038.00)	#Div/0!
Subtotal	$0.00		$0.00	$1,782.00	$16,038.00	($16,038.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$16,038.00	($16,038.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From **10/1/21** **To** **10/31/21**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	620	PAYROLL	10/8/21	PAYROLL	$55,810.76
38331	621	AARON'S LAWN CARE	10/11/21	Mowing & edging	$681.00
38332	622	ACE HARDWARE	10/11/21	Grease for meeting room divider track	$4.99
38333	623	AGE OF LEARNING, INC.	10/11/21	ABCmouse database subscription 10/1/21-9/30/22; set-up fee	$1,761.00
38334	624	ANTHEM BLUE CROSS BLUE S	10/11/21	Health insurance premiums- October 2021	$14,463.90
38335	625	ANTHEM LIFE	10/11/21	Life insurance premiums- October 2021	$113.60
38336	626	BOOKPAGE	10/11/21	BookPage subscription- 12 monthly issues, November 2021 - October 2022, 100 copies	$588.00
38337	627	BUSINESS CARD	10/11/21	Book, conference room ceiling fan, STEM & Flannel Friday program supplies	$115.62
38338	628	BUSINESS MANAGEMENT DAI	10/11/21	Payroll Legal Alert subscription	$159.00
38339	629	CAPITAL ONE TRADE CREDIT	10/11/21	Kem's Hardware: plexiglas, supplies to hang plexiglas	$124.84
38340	630	CI INSURANCE	10/11/21	Semi-annual premium for building insurance	$9,939.50
38341	631	CULBRETH'S LAWN & TREE LL	10/11/21	Rens: Trimmed birch tree overhanging building	$300.00
38342	632	CULLIGAN WATER CONDITIO	10/11/21	Wh: Water Cooler Rental- October 2021	$13.03
38343	633	DELTA DENTAL	10/11/21	Dental insurance premiums- October 2021	$572.04
38344	634	EBSCO INFORMATION SERVIC	10/11/21	Consumer Reports database subscription 10/1-21-9/30/22	$2,050.00
38345	635	ENA SERVICES LLC	10/11/21	Internet Service- August 2021	$1,782.00
38346	636	INDIANA WASTE SERVICE	10/11/21	DeM. & Wh: Trash pick-up October 2021	$158.76
38347	637	JOHNSON CONTROLS FIRE P	10/11/21	DeM: Replaced one exit light battery; replaced two batteries in fire panel	$894.00
38348	638	KONE, INC.	10/11/21	DeM: Elevator Maintenance Agreement 10/1-12/31/21	$483.81
38349	639	KROOSWYK PLUMBING, HEAT	10/11/21	DeM: Water solenoid replacement on water fountain	$248.42
38350	640	MELISSA J. WIDNER	10/11/21	Mileage 9/18/21	$24.64
38351	641	NEILE TRAINOR	10/11/21	Mileage 7/2-9/29/21	$56.00
38352	642	NIMBO IP LLC	10/11/21	Monthly Managed Service- September 2021	$815.00
38353	643	NIPSCO	10/11/21	DeM. & Wh: Gas & electric service 8/30-9/29/21	$6,292.21
38354	644	NITCO	10/11/21	DeM: Local phone service October 2021	$138.68
38355	645	PATTY EENIGENBURG	10/11/21	Mileage 8/30-9/18/21	$17.36
38356	646	PRECISION CONTROL SYSTE	10/11/21	Rens: Preventative maintenance	$712.90
38357	647	ROEING CORPORATION	10/11/21	Tech Maintenace Support 2021- 4th installment	$17,250.00
38358	648	SHANNON HELDAK	10/11/21	Mileage 3/4-9/3/21	$41.44
38363	649	STAPLES CREDIT PLAN	10/11/21	Acrylic paint, tissue paper, metal copy holder	$47.97
38359	650	STEVE'S SPECIALIZED SERVI	10/11/21	Laundry	$62.00
38360	651	TODAY'S BUSINESS SOLUTIO	10/11/21	PrinterOn Service Plan	$1,485.00
38361	652	TRUGREEN PROCESSING CE	10/11/21	Lawn fertilization, insect & disease control service	$357.00
38362	653	VSP INSURANCE CO. (CT)	10/11/21	Vision insurance premiums- October 2021	$214.74
0	654	CAPITAL ONE TRADE CREDIT	10/8/21	Kem's Hardware: door hold kick down	$16.98
0	655	CHRISTINA SANDERS	10/8/21	Courier Mileage 9/16-9/30/21 (Conf. #1075)	$381.92
0	656	GREAT-WEST RETIREMENT	10/8/21	Annuity Withheld 10/8/21 payroll (Ref. #939455857)	$1,520.00
0	657	INDIANA DEPT. OF WORKFOR	10/8/21	3rd Quarter 2021 Unemployment Compensation Pymt Conf #4667855	$237.40
0	658	INPRS fbo PERF	10/8/21	INPRS Contributions 10/8/21 Payroll	$6,573.76
0	659	IRS USA TAXPAYMENT	10/8/21	Additional Federal Withholding, Medicare, & FICA withheld 10/8/21 Payroll & Ins. (Acknowledgement# 35191300)	$12,540.48
0	660	TOWN OF DEMOTTE	10/8/21	Dem: Sewer & Water : September 2021 (Conf #1076)	$136.33
0	661	TOWN OF WHEATFIELD	10/8/21	Wh: Sewer Service- October 2021 (Conf# 1077)	$77.35
38364	662	BAKER & TAYLOR	10/11/21	Books, Continuations, AV, Auto. Yours	$11,287.66
38365	663	BAKER & TAYLOR ENTERTAIN	10/11/21	AV	$2,395.64

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38366	664	BARNES & NOBLE, INC	10/11/21	Books	$86.14
38367	665	CAPITAL ONE	10/11/21	Walmart: Maintenance, library, & office supplies	$65.90
38368	666	CENTURYLINK	10/11/21	Rens: Fax line service- October 2021	$60.13
38369	667	DEMCO	10/11/21	Library supplies	$144.34
38370	668	FINDAWAY WORLD, LLC	10/11/21	Wonderbooks	$474.91
38371	669	GRAINGER	10/11/21	Maintenance & janitorial supplies	$505.20
38372	670	INDIANA GROCERY GROUP, L	10/11/21	Staff Development Day expenses	$33.30
38373	671	MIDWEST TAPE	10/11/21	AV	$450.11
38374	672	OFFICE DEPOT	10/11/21	Library, office, & janitorial supplies	$224.40
38375	673	QUILL LLC	10/11/21	Library, janitorial, & office supplies	$422.57
38376	674	RAYANN GILMORE	10/11/21	Rensselaer Petty Cash: postage	$46.90
38377	675	SMITH FARM STORE	10/11/21	Straw bale for scarecrow walk	$6.25
38378	676	TOWN OF DEMOTTE	10/11/21	Hydrant charge	$60.00
38379	677	UNIQUE MANAGEMENT SERVI	10/11/21	Collections: Initial/Secondary Placements- September 2021	$98.45
0	678	PAYROLL	10/25/21	PAYROLL	$56,269.43
0	679	ALLIANCE BANK	10/25/21	Direct Deposit Fees - September 2021	$36.60
0	680	CENTURYLINK	10/25/21	Wh: Fax line October 2021(Conf# 1078)	$65.71
0	681	CHRISTINA SANDERS	10/25/21	Courier Mileage 10/1-10/15/21 (Conf. #1081)	$381.92
0	682	CITY OF RENSSELAER	10/25/21	Rens: Utilities: 9/8-10/6/21 (Conf #150677913)	$4,114.27
0	683	GREAT-WEST RETIREMENT	10/25/21	Annuity Withheld 10/25/21 payroll (Ref. #942039606)	$1,520.00
0	684	INDIANA DEPARTMENT OF RE	10/25/21	State & County Taxes withheld October 2021 Payrolls (Conf #0004656986)	$6,628.32
0	685	INPRS fbo PERF	10/25/21	INPRS Contributions 10/25/21 Payroll	$6,679.07
0	686	IRS USA TAXPAYMENT	10/25/21	Additional Federal Withholding, Medicare, & FICA withheld 10/25/21 Payroll & Ins. (Acknowledgement# 43703561)	$12,658.10
0	687	SPRINT	10/25/21	Hotspot Data Service 9/12 - 10/11/21 (Conf #1082)	$1,139.64
0	688	AFLAC	10/25/21	Supplemental Insurance October 2021 (Conf #1083)	$685.33
0	689	ALLIANCE BANK	10/29/21	Positive Pay Fee- October 2021	$15.00
0	690	SQUARE, INC	10/31/21	Merchant Processing Fees- October 2021	$8.41

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$245,827.13**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, November 3, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $245,827.13

Date this 8th **day of** November **,20** 21 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
October 31, 2021

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$767.51	$5,637.52
DeMotte	$200.61	$1,506.93		
Rensselaer	$416.05	$2,928.72		
Wheatfield	$150.85	$1,201.87		
PHOTOCOPIES:			$585.65	$6,556.00
DeMotte	$152.20	$2,123.10		
Rensselaer	$318.05	$3,472.80		
Wheatfield	$115.40	$960.10		
INTEREST (Checking, Repurchase, CDs):			$61.14	$722.97
TAXES:			$74,670.50	$1,608,056.51
Property Tax	$0.00	$786,719.17		
LOIT	$17,903.58	$179,035.80		
License Excise Tax	$0.00	$64,265.11		
Financial Institution Tax	$0.00	$1,914.23		
CVET(Commercial Vehicle Excise)	$0.00	$8,453.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$56,766.92	$567,669.20		
TAXABLE SALES:-			$1.27	$36.13
REFUNDS:			$50.00	$1,303.35
Rebates/Refund	$0.00	$898.42		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$50.00	$200.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$204.93		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$76,136.07**	**$1,622,312.48**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$250.00	$13,412.91
DeMotte	$0.00	$3,534.20		
Rensselaer	$100.00	$7,063.75		
Wheatfield	$150.00	$2,814.96		
LIB. IMPROV. RESERVE FUND:			$18.47	$192.22
Interest Earned	$18.47	$192.22		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$109.23	$1,205.57
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$109.23	$1,205.57		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$17,448.98
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$3.59	$20.35
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$2,000.00
SUB-TOTAL (page 1)			**$76,517.36**	**$1,656,592.51**

F5b

WITHHOLDING ACCOUNT FUNDS:			$33,845.93	$336,327.79
FIT Tax Collected	$8,489.50	$80,971.58		
FICA Collected	$8,354.54	$83,322.02		
State Tax Collected	$3,758.95	$37,460.41		
County Tax Collected	$2,869.37	$28,605.99		
INPRS	$3,073.03	$31,575.51		
Deferred Comp Plan	$3,040.00	$30,050.00		
Pre-tax Insurance Plan	$3,972.14	$41,002.72		
Life Insurance	$288.40	$3,339.56		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$110,363.29**	**$1,992,920.30**

F6a

Voucher List

Jasper County Public Library

Report Date: From **11/1/21** *To* **11/8/21**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
38380	691	ACE HARDWARE	11/8/21	lamp holders	$13.77
38381	692	ANTHEM LIFE	11/8/21	Life insurance premiums- November 2021	$105.50
38382	693	AUTUMN FAGENBAUM	11/8/21	Mileage 10/14/21	$24.64
38383	694	CAPITAL ONE	11/8/21	Walmart: library supplies	$43.36
38384	695	CARDINAL COPIER SOLUTION	11/8/21	Quarterly maintenance agreement on DeMotte staff copier 7/2 - 10/1/21	$500.71
38385	696	CENTURYLINK	11/8/21	Long distance phone charge Acct# 82298462	$0.02
38386	697	CHICAGO TRIBUNE	11/8/21	DeM & Rens: Newspaper subscriptions Acct# 20468938	$295.50
38387	698	COMMONWEALTH TECHNOLO	11/8/21	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$994.00
38388	699	COUNTRYSIDE LANDSCAPING	11/8/21	Wh: Sprinkler system winterization	$146.25
38389	700	CULLIGAN WATER CONDITIO	11/8/21	Wh: Water Cooler Rental- November 2021, 5-gallon drinking water- 10	$100.03
38390	701	DEANNA SOUDERS	11/8/21	Patron refund for copy overpayment	$30.35
38391	702	DEMCO INC	11/8/21	Library supplies	$593.87
38392	703	DONNA BARKO	11/8/21	Mileage 8/3-11/1/21	$98.67
38393	704	EDWARD P. DUMAS	11/8/21	Legal Assistance: DeMotte parking lot project	$200.00
38394	705	ENA SERVICES LLC	11/8/21	Internet Service- September 2021	$1,782.00
38395	706	EVELYN S. PARRISH	11/8/21	Mileage 8/17-10/14/21	$57.12
38396	707	GRAINGER	11/8/21	Batteries, silica sand, light bulbs	$145.93
38397	708	INDIANA WASTE SERVICE	11/8/21	DeM. & Wh: Trash pick-up November 2021	$158.76
38398	709	JANICE WILMA	11/8/21	Damaged book from Lake County Library book kit	$15.00
38399	710	JEFF GASTINEAU	11/8/21	Program presenter	$40.00
38400	711	JOHNSON CONTROLS FIRE P	11/8/21	DeM: Program voice dialer	$913.00
38401	712	KAUFMAN SEAL COATING LLC	11/8/21	Wh: Seal coat & stripe parking lot	$4,800.00
38402	713	KROGER GARDIS & REGAS, L	11/8/21	Legal Assistance- Personnel Matters	$780.00
38403	714	MAGAZINE SUBSCRIPTION SE	11/8/21	January - May 2022 magazine renewals	$4,541.56
38404	715	NIMBO IP LLC	11/8/21	Monthly Managed Service- October 2021	$815.00
38405	716	NIPSCO	11/8/21	DeM. & Wh: Gas & electric service 9/29-10/28/21	$6,069.93
38406	717	NITCO	11/8/21	DeM: Local phone service November 2021	$138.68
38407	718	OVERDRIVE, INC.	11/8/21	Deposit on Advantage Account for future content purchases	$7,575.00
38408	719	PATTY STRINGFELLOW	11/8/21	Mileage 9/13-10/28/21	$68.88
38409	720	POST TRIBUNE	11/8/21	DeM & Rens: Newspaper subscriptions Acct# 44365252	$147.50
38410	721	PRECISION CONTROL SYSTE	11/8/21	Rens: HVAC repairs & preventative maintenance	$1,914.61
38411	722	RACHAEL CAVINDER	11/8/21	Mileage 7/28-10/14/21	$44.80
38412	723	RENSSELAER ROTARY CLUB	11/8/21	3rd quarter dues & foundation contribution	$84.50
38413	724	AMAZON CAPITAL SERVICES	11/8/21	Janitorial, maintenance, & library supplies, books, handheld vacuum	$526.99
38414	725	ANTHEM BLUE CROSS BLUE	11/8/21	Health insurance premiums- November 2021	$14,463.90
38415	726	BAKER & TAYLOR	11/8/21	Books, Continuations, AV, Auto. Yours	$10,895.23
38416	727	BAKER & TAYLOR ENTERTAIN	11/8/21	AV	$2,387.39
38417	728	BARNES & NOBLE, INC	11/8/21	Book	$12.76
38418	729	BETTER CONTAINERS MFG. C	11/8/21	Love My Library bags	$359.68
38419	730	BUSINESS CARD	11/8/21	Library, office, & maintenance supplies, Facebook advertising, security camera sign	$287.17
38420	731	CENTURYLINK	11/8/21	Rens: Fax line service- November 2021	$60.13
38421	732	DELTA DENTAL	11/8/21	Dental insurance premiums- November 2021	$572.04
38422	733	FINDAWAY WORLD, LLC	11/8/21	Playaways, Wonderbooks, Launchpad, charging cord	$1,889.21
38423	734	GRAINGER	11/8/21	Light bulbs, silica sand, batteries, bottle filler filter	$296.22

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
38424	735	HAMSTRA BUILDERS, INC.	11/8/21	Rens: inspected front door issues	$163.50
38425	736	ICC BUSINESS PRODUCTS	11/8/21	Correction pen, wrist rest mousepad, calendars	$106.68
38426	737	INDIANA GROCERY GROUP, L	11/8/21	Management Meeting expenses	$25.54
38427	738	JASPER COUNTY EXTENSION	11/8/21	Plat books	$50.00
38428	739	KAPCO	11/8/21	Library supplies	$287.86
38429	740	MIDWEST TAPE	11/8/21	AV	$1,160.42
38430	741	OFFICE DEPOT	11/8/21	Library, office, & janitorial supplies	$154.20
38431	742	QUILL LLC	11/8/21	Library & office supplies	$209.80
38432	743	SUNRISE PACKAGING	11/8/21	Audiobook cases, TV series cases	$604.60
38433	744	ULINE	11/8/21	DVD cases, filament tape	$277.79
38434	745	UNIQUE MANAGEMENT SERVI	11/8/21	Collections: Initial/Secondary Placements- October 2021	$8.95
38435	746	VSP INSURANCE CO. (CT)	11/8/21	Vision insurance premiums- November 2021	$214.74

Total Amount of Claims **$68,253.74**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 8, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$68,253.74**

Date this 8th **day of** November **,20** 21 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, December 13, 2021, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of November Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10)

General Business

DeMotte Parking Lot Project Bids (R 25)	Information
Capital Asset Policy (R 12 & R 25)	Action
Health & Life Insurance Renewal (R 25)	Action
Dental & Vision Insurance Renewal (R 26)	Action
2022 Salary Increase (R 26)	Action
Director Salary 2022 (R 26)	Action
Election of Officers (R 26)	Action
End of December Board Meeting (R 26)	Information

Director's Report (R 25-R 28)	Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES **November 8, 2021**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Natalie Waling, Mark Heinig, Janelle Harper, Janet Umlauf, Kristie Housman, Julie Davidson, Patricia Stringfellow, Rayann Gilmore, Rebecca Amalong, Sheila Broussard
Absent:

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the October Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Materials Selection Policy revisions, Circulation Policy revisions, and Indemnification Policy review were approved as presented on a motion by M. Heinig and seconded by J. Davidson. Motion passed.

Technical Services Librarian & Systems Administrator Annual Reports: Technical Services Librarian, Becky Amalong, shared over the past year she updated the Tech Services Procedure Manual along with some other procedures the ASK Committee requested she look at. This year we started ordering books from Amazon. This has been a long-time request from staff who do material selection and there are some books that are only available through Amazon. We've been doing this for a large portion of the year and it's been going well. PhoneTree, a product that we used to notify patrons via telephone that items were overdue abruptly ceased to be this year. The company suddenly stopped providing the product. A committee was formed to evaluate and test whether the TLC text notifications would work for us. In April, the committee recommended to Management that we use the text messaging option through TLC for patron telephone notifications to replace PhoneTree. Becky has been attending the Indiana TLC User's Group meetings quarterly via Zoom. This group was formed by Mike Sheehan from LaPorte County Public Library and consists of libraries in Indiana who use TLC. A representative from TLC usually attends these meetings as well. She also attended the Blossom conference hosted by the National Library of Medicine. This conference included some talk of how we can destress and be mindful of what has happened in the workplace due to COVID. It also covered diversity in the workplace and problems that could arise because of misunderstandings and poor communication. TLCU 2021 just took place in October. A new feature of the TLC Community Site is LS Ideas, a place for TLC users to submit suggestions for improvements to the software. This way we can see what changes other libraries would like to see and we can add our voice to theirs. Several staff have shown interest in this, and accounts have been set up. TLCU also covered information about upcoming changes to their products and services as well as the chance to hear from their product managers, trainers, and knowledgeable staff. Becky is sending the original cases from our audiobooks to Worthington Jefferson Township Public Library to use for their AV sales. We repackage the audiobooks into sturdier cases before circulating and normally just discard the original case. This allows us to recycle these cases rather than just throw them out.

Sheila Broussard, Systems Administrator, reported most PCs have been migrated to Windows 10 just in time for Windows 11 to be announced. That's ok, we will let others work the bugs out before we upgrade to Windows 11. We waited to upgrade to Windows 10 due to the issues Roeing, our IT consultants, were experiencing with upgrading some of their clients to Windows 10. The multi-step process of upgrading started in November of last year and we finished around mid-September this year. The Genealogy PCs at DeMotte and Rensselaer are next to be upgraded but the upgrade must be coordinated with the Microfilm salesman to upgrade that software at the same time. The Hybrid PCs (games computers) and self-check will not be upgraded at this time. Staff have moved quite easily from Windows 7 to Windows 10, but Sheila will create Windows 10 tips to point out some of the cool and useful features. While migrating to Windows 10, it was an opportune time to migrate from Office 2013 to a hybrid Office 365/Office 2019 environment at JCPL. Office 365 is quite different from the previous Office versions we've had. The ins and outs are still being learned. Office 365 offers so much more to staff that we haven't even begun to touch upon all that we can do with it. The possibilities are exciting! The next step will be moving from on-premises Exchange to Exchange online. This will be a 2022 project. Our equipment and use of web conferencing have evolved over the past year. In March we purchased an annual Zoom subscription because some patrons appreciated the option of participating in book discussions via Zoom. Our first iteration of web conferencing was to use laptops with internal cameras for Zoom. Rachael Kuhn experimented with a borrowed wide-angle lens during one of her book discussions and found that it was a better experience as it showed more of the conference room participants to those patrons participating remotely. So, we purchased a wide-angle web camera. Other staff have found different ways to utilize Zoom from book discussions to Minecraft programs to virtual scavenger hunts. Several old laptops from storage were set up for management staff to use Zoom in their offices. Due to the usage limits on our wireless network staff had to plug the laptop into the wired network. This set up worked ok for management meetings but wasn't ideal. We didn't have enough laptops for staff to use Zoom and keep socially distanced for Staff Development Day, so we purchased tripods, wide-angle webcams, and Yeti microphones for each library's conference room and desktop webcams for management and a couple additional staff PCs. This equipment has been beneficial for not only Staff Development Day but during our virtual management meetings, other virtual web conferences, and library programming. Sheila was deeply involved in the Digital Literacy Planning for Staff Development Day. This included committee meetings; creating the Technology Confidence Assessment; choosing four topics to focus on this year; creating training & tutorials on Niche Academy with the help of the Computer Troubleshooters; and creating word clouds with our Staff Development Day Timeline activity. The Computer Troubleshooters were heavily involved creating Niche Academy content; participating in a Zoom planning session; setting up conference room technology; assisting staff with tech issues during setup and Staff Development Day; and assisting staff with tech learning activity time. Based on staff feedback from our Staff Development Day survey we will be implementing Tip of the Month segments during monthly staff meetings. The Computer Troubleshooters will present these. We migrated to a new intranet this year after a misunderstood tech request caused the deletion of two sections of the old intranet. It wasn't possible to undo the deletions and the intranet had been setup 15-20 years ago without any major changes since, so it was decided to replace it with a new intranet using Microsoft OneNote. OneNote is included with our new Office 365 licenses. We now have multiple Notebooks for different topics with staff having access to different Notebooks/Intranets based on permissions.

Health & Life Insurance Renewal: We are waiting on additional information from our insurance agent, so we do not have a recommendation at this time. A recommendation will be brought to the board at the next meeting.

Dental and Vision Insurance Renewal: We are waiting on additional information from our insurance agent, so we do not have a recommendation at this time. A recommendation will be brought to the board at the next meeting.

Resolution to Establish an ARP Fund: The State Board of Accounts alerted the State Library who in turn alerted us that since we received American Rescue Plan Act (ARPA) grant funding from the

State Library, a resolution to establish an ARP Grant Fund is required. J. Davidson moved to establish an ARP Grant Fund, seconded by K. Housman. Motion passed.

2022 Slate of Officers: J. Harper presented the nominees for the following 2022 offices: J. Davidson, President; K. Kaluf, Vice-President; J. Umlauf, Secretary; J. Harper, Treasurer; and M. Heinig, Assistant Treasurer. The board will vote on the new slate at the December meeting.

Year-End Board Meeting: The year-end meeting to approve final bills, transfers and encumbrances for the year is tentatively scheduled for Wednesday, December 29 with the time to be announced. We need at least 4 board members for a quorum.

Director's Report: P. Stringfellow shared we have gone out for bid for our DeMotte Parking Lot Project. After our October board meeting Harry sent the bid documents to Ed for his review. After review, Ed advised that we move straight ahead. There was a pre-bid meeting at the DeMotte Library at 3pm on October 28. Public bid notices have been published in the Rensselaer Republican and KV Post as required. Bids are due at 3pm on December 13. They will be opened publicly and read aloud at the Rensselaer Library. They are scheduled to be presented to the board at the 6pm meeting on that same day. On October 20 we received a Notice to Taxpayers – Hearing on Proposed Local Income Tax Ordinance via email and again on October 25 via USPS certified mail. P. Stringfellow contacted and asked our DLGF Field Rep to provide insight regarding how much revenue the library could potentially lose with this change. Based on what we know now there is no immediate impact to library revenue. P. Stringfellow did attend the hearing and was the only public in attendance. We have signed our ARPA Grant and have received official word that we can begin spending. We are eager to get started.

Adjournment: With no further matters for discussion, J. Umlauf moved to adjourn the meeting at 6:57 PM, seconded by J. Harper.

Julie Davidson

Julie Davidson, Secretary

Attest: Kevin Kaluf, President

CIRCULATION BY HOLDINGS CODE
November 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	22	0	0	22
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	34	2	4	40
Blu-Ray (DBR)	144	5	9	158
Books on CD (DBKCD)	47	2	2	51
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	28	5	0	33
Digital Audiobooks (DDA)	6	4	2	12
DVD (DDVD)	1006	86	72	1164
Equipment (DEQP)	37	0	0	37
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	316	26	10	352
Fiction Fantasy (DFICF)	3	0	0	3
Fiction Inspirational (DFICI)	66	2	10	78
Fiction Mystery (DFICM)	82	8	0	90
Fiction New (DFICNEW)	391	21	28	440
Fiction Science Fiction (DFICSF)	3	2	0	5
Fiction Western (DFICW)	3	0	0	3
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	29	1	1	31
Hanging Bags (DHANG)	20	0	1	21
Hotspots (DWIFI)	3	32	4	39
ILL (DILL)	24	3	0	27
Internet (DINTER)	378	0	0	378
Juv. Audio book (DJAUDB)	8	0	2	10
Juv. Biography (DJBIO)	90	0	1	91
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	35	1	0	36
Juv. Digital Device (DJDDP)	4	0	0	4
Juvenile Easy (DJE)	729	18	34	781
Juv. Easy Non-fiction (DJENF)	50	1	6	57
Juv. Easy Reader (DJER)	347	16	6	369
Juv. Easy Reader NF (DJERN)	12	0	0	12
Juv. Fiction (DJFIC)	529	22	22	573
Juv. Graphic Novel (DJGN)	127	5	1	133
Juv. Holiday books (DJHOL)	130	9	24	163
Juv. Launchpads (DPTAB)	5	0	0	5
Juv. Magazine (DJMAG)	19	0	0	19
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	284	4	23	311
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	179	1	5	185
Large Print Fiction (DLPF)	85	6	10	101
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	80	2	6	88
Large Print Nonfic (DLPNF)	4	0	0	4
Large Print Western (DLPW)	2	0	0	2
Magazine (DMAG)	290	0	0	290
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	1	0	5
Nonfiction 100 (DNF100)	18	3	2	23
Nonfiction 200 (DNF200)	5	0	2	7
Nonfiction 300 (DNF300)	36	0	9	45
Nonfiction 400 (DNF400)	1	0	1	2
Nonfiction 500 (DNF500)	18	0	5	23
Nonfiction 600 (DNF600)	74	4	15	93
Nonfiction 700 (DNF700)	28	2	13	43
Nonfiction 800 (DNF800)	6	4	4	14
Nonfiction 900 (DNF900)	46	1	5	52
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	34	2	0	36
Nonfiction (DNFIC)	6	1	0	7
Nonfiction New (DNFNEW)	106	12	22	140
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	4	0	0	4
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	0	0	1
Reference (DREF)	2	0	0	2
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	2	1	2	5
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	61	1	62
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	11	0	0	11
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	97	4	3	104
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	25	1	0	26
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	0	0	0	0

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	17	1	20
Blu-Ray (RBR)	10	257	12	279
Books on CD (RBKCD)	1	28	2	31
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	0	67	0	67
Digital Audiobooks (RDA)	0	11	1	12
DVD (RDVD)	82	1347	42	1471
Equipment (REQP)	0	6	0	6
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	22	408	13	443
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	28	283	12	323
Genealogy (RGENE)	0	1	0	1
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	43	4	49
Hanging Bag (RHANG)	0	62	0	62
Hotspots (RWIFI)	2	34	9	45
ILL (RILL)	0	17	1	18
Internet (RINTER)	0	307	0	307
Juv. Audio book (RJAUDB)	0	15	0	15
Juv. Biography (RJBIO)	24	3	1	28
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	13	0	14
Juv. Digital Device (RJDDP)	0	1	0	1
Juvenile Easy (RJE)	38	456	49	543
Juv. Easy Non-fiction (RJENF)	1	47	7	55
Juv. Easy Reader (RJER)	22	284	5	311
Juv. Easy Reader NF (RJERN)	0	27	0	27
Juv. Fiction (RJFIC)	44	311	15	370
Juv. Graphic Novel (RJGN)	8	111	3	122
Juv. Launchpads (RPTAB)	0	8	0	8
Juv. Magazine (RJMAG)	0	5	0	5
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	25	170	11	206
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	5	160	1	166
Large Print Fiction (RLPF)	8	132	2	142
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	6	129	4	139
Large Print Nonfic (RLPNF)	0	5	0	5
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	123	0	123
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	3	0	3
Non-Fiction 100 (RNF100)	3	19	4	26

Non-Fiction 200 (RNF200)	2	11	6	19
Non-Fiction 300 (RNF300)	3	47	6	56
Non-Fiction 400 (RNF400)	0	3	0	3
Non-Fiction 500 (RNF500)	0	10	6	16
Non-Fiction 600 (RNF600)	15	95	46	156
Non-Fiction 700 (RNF700)	6	43	4	53
Non-Fiction 800 (RNF800)	0	15	4	19
Non-Fiction 900 (RNF900)	4	45	2	51
Nonfiction Blu-Ray (RNFBR)	0	0	0	0
Nonfiction DVD (RNFDVD)	0	56	3	59
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	13	133	17	163
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	1	0	1
Professional Coll. (RPRO)	0	6	0	6
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	2	0	2
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	50	4	2	56
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	6	0	32	38
STEAM Kits (RSTEAM)	0	5	0	5
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	2	0	2
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	8	51	1	60
YA Music CD (RYACD)	0	1	0	1
YA Nonfiction (RYANF)	0	2	0	2
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	1	0	1

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	1	11	14
Blu-Ray (WBR)	2	15	143	160
Books on CD (WBKCD)	8	3	47	58
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	1	2	15	18
Digital Audiobooks (WDA)	0	4	4	8
DVD (WDVD)	83	34	1039	1156
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	6	18	140	164
Fiction Fantasy (WFICF)	0	2	21	23
Fiction Inspirational (WFICI)	5	7	62	74
Fiction Mystery (WFICM)	3	8	28	39

Fiction New (WFICNEW)	24	14	124	162
Fiction Science Fiction (WFICSF)	1	1	2	4
Fiction Western (WFICW)	0	0	2	2
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	2	14	16
Hanging Bags (WHANG)	4	0	27	31
Hotspots (WWIFI)	6	22	10	38
ILL (WILL)	0	2	6	8
Internet (WINTER)	0	0	108	108
Juv. Audio book (WJAUDB)	3	0	6	9
Juv. Biography (WJBIO)	14	0	9	23
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	6	7
Juv. Digital Device (WJDDP)	0	0	1	1
Juvenile Easy (WJE)	45	14	388	447
Juv. Easy Non-fiction (WJENF)	2	0	46	48
Juv. Easy Reader (WJER)	10	5	156	171
Juv. Easy Reader NF (WJERN)	0	0	2	2
Juv. Fiction (WJFIC)	67	18	247	332
Juv. Graphic Novel (WJGN)	12	2	72	86
Juv. Launchpads (WPTAB)	0	0	10	10
Juv. Magazine (WJMAG)	0	0	23	23
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	23	7	117	147
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	4	1	163	168
Large Print Fiction (WLPF)	8	5	56	69
Large Print Inspirational (WLPI)	4	0	1	5
Large Print Mystery (WLPM)	0	1	5	6
Large Print New (WLPN)	2	3	54	59
Large Print Nonfic (WLPNF)	2	2	11	15
Large Print Western (WLPW)	0	0	1	1
Magazine (WMAG)	1	6	49	56
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	0	1	7	8
Non-Fiction 200 (WNF200)	0	0	4	4
Non-Fiction 300 (WNF300)	3	0	23	26
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	1	7	8
Non-Fiction 600 (WNF600)	4	2	58	64
Non-Fiction 700 (WNF700)	0	2	26	28
Non-Fiction 800 (WNF800)	0	2	3	5
Non-Fiction 900 (WNF900)	8	5	21	34
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	0	71	73
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	8	6	45	59
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	3	3
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	0	0
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	8	13	57	78
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	4	5
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	6995	6058	4257	17310

CIRCULATION BY HOLDINGS CODE
November 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	22	0	0	22
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	38	20	16	74
Blu-Ray (BR)	156	277	164	597
Books on CD (BKCD)	56	33	51	140
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	29	74	15	118
Digital Audiobooks (DA)	6	19	7	32
DVD (DVD)	1171	1467	1153	3791
Equipment (EQP)	37	6	0	43
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	344	452	163	959
Fiction Fantasy (FICF)	3	2	21	26
Fiction Inspirational (FICI)	71	9	72	152
Fiction Mystery (FICM)	85	16	28	129
Fiction New (FICNEW)	443	318	164	925
Fiction Science Fiction (FICSF)	4	3	2	9
Fiction Western (FICW)	3	0	2	5

Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	31	46	19	96
Hanging Bags (HANG)	24	62	28	114
Hotspots (WIFI)	11	88	23	122
ILL (ILL)	24	22	7	53
Internet (INTR)	378	307	108	793
Juv. Audio book (JAUDB)	11	15	8	34
Juv. Biography (JBIO)	128	3	11	142
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	36	15	6	57
Juv. Digital Device (JDDP)	4	1	1	6
Juvenile Easy (JE)	812	488	471	1771
Juv. Easy Non-Fiction (JENF)	53	**48**	59	160
Juv. Easy Reader (JER)	379	305	167	851
Juv. Easy Reader NF (JERN)	12	27	2	41
Juv. Fiction (JFIC)	640	351	284	1275
Juv. Graphic Novel (JGN)	147	118	77	342
Juv. Holiday (JHOL)	130	9	24	163
Juv. Launchpads (PTAB)	5	8	10	23
Juv. Magazine (JMAG)	19	5	23	47
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	332	181	151	664
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	0	1
Juv. Toddler (JTOD)	188	162	169	519
Large Print Fiction (LPF)	101	143	68	312
Large Print Inspirational (LPI)	4	0	1	5
Large Print Mystery (LPM)	0	1	5	6
Large Print New (LPN)	88	134	64	286
Large Print Nonfic (LPNF)	6	7	11	24
Large Print Western (LPW)	2	0	1	3
Magazine (MAG)	291	129	49	469
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	4	4	4	12
Non-Fiction 100 (NF100)	21	23	13	57
Non-Fiction 200 (NF200)	7	11	12	30
Non-Fiction 300 (NF300)	42	47	38	127
Non-Fiction 400 (NF400)	1	3	2	6
Non-Fiction 500 (NF500)	18	11	18	47
Non-Fiction 600 (NF600)	93	101	119	313
Non-Fiction 700 (NF700)	34	47	43	124
Non-Fiction 800 (NF800)	6	21	11	38
Non-Fiction 900 (NF900)	58	51	28	137
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	36	58	74	168
Nonfiction (NFIC)	6	1	0	7
Nonfiction New (NFNEW)	127	151	84	362
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	4	1	0	5
Professional Coll. (PROF)	0	6	0	6

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	1	1	0	2
Reference (REF)	8	19	35	62
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	2	3	3	8
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	50	4	2	56
SRCS (From other libraries III-SRC	0	61	1	62
SRCS (SRCSW) Wheatfield	6	0	32	38
STEAM Kits (STEAM)	11	5	3	19
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	2	0	2
YA Biography (YAB)	2	0	0	2
YA Books on CD (YABKCD)	0	0	0	0
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	113	68	61	242
YA Music CD (YACD)	0	1	0	1
YA Nonfiction (YANF)	26	3	4	33
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	0	1	0	1
				0
Free reads	256	135	122	513
Games/Puzzles	11	0	13	24
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7268	6211	4427	17906

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1404	1214	713	3331
Nonfiction	499	550	444	1493
CHILDREN'S BOOKS				
Fiction	2200	1451	1170	4821
Nonfiction	644	241	245	1130
YA BOOKS				
Fiction	144	114	80	338
Nonfiction	28	3	4	35
Preloaded Dig Dev, Child	5	8	10	23
Magazines, Adult	291	129	49	469
Magazines, Children	19	5	23	47
Sound Recordings, adult	91	128	73	292
Sound Recordings, ch	71	93	42	206
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	56	65	35	156
STEAM Kits	11	5	3	19

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1364	1803	1391	4558
Equipment	48	94	23	165
Total	6875	5903	4305	17083
A-V Circulation	1526	2024	1506	5056
A-V Circulation as % of total	22.2%	34.3%	35.0%	29.6%

CIRCULATION STATISTICS

November 2021

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	76	12	**1,404**	88	151	**1,214**	61	484	**713**	**3,331**
Nonfiction	38	1	**499**	57	3	**550**	30	0	**444**	**1,493**
CHILDREN'S BKS										
Fiction	50	1	**2,200**	60	0	**1,451**	44	5	**1,170**	**4,821**
Nonfiction	18	0	**644**	11	0	**241**	5	0	**245**	**1,130**
YA BOOKS										
Fiction	10	0	**144**	16	74	**114**	19	0	**80**	**338**
Nonfiction	1	0	**28**	1	29	**3**	0	0	**4**	**35**
Preloaded Dig Dev	0	0	**5**	0	0	**8**	0	0	**10**	**23**
Magazines,Adult	0	0	**291**	0	0	**129**	0	0	**49**	**469**
Magazines, Child	0	0	**19**	0	0	**5**	0	0	**23**	**47**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	2	0	**91**	2	0	**128**	5	0	**73**	**292**
Sound Rec/Child	0	0	**71**	0	0	**93**	0	0	**42**	**206**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**56**	0	0	**65**	0	0	**35**	**156**
STEAM Kits	0	0	**11**	0	0	**5**	0	0	**3**	**19**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	42	0	**1,364**	70	8	**1,803**	34	0	**1,391**	**4,558**
Equipment	0	0	**48**	0	0	**94**	0	0	**23**	**165**
TOTAL	237	14	**6,875**	305	265	**5,903**	198	489	**4,305**	**17,083**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	85,922	77,786	60,790
Circulation Increase/Decrease	**7.2%**	**18.8%**	**-0.8%**

MONTHLY SYSTEM STATISTICS	2020	2021	% change
Current month's Circulation	15,719	17,083	8.7%
Jan. to date circulation	144,856	177,050	22.2%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	
						ADULT BOOKS
24,870	24,934	16,747	16,684	16,402	15,979	**Fiction**
19,835	19,872	19,236	19,290	8,304	8,334	**Nonfiction**
						CHILDREN'S BKS
16,019	16,068	14,600	14,660	13,378	13,417	**Fiction**
9,496	9,514	6,415	6,426	6,683	6,688	**Nonfiction**
						YA BOOKS
2,397	2,407	3,375	3,317	3,555	3,574	**Fiction**
655	656	372	344	77	77	**Nonfiction**
5	5	8	8	10	10	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,881	3,883	786	788	4,835	4,840	**Sound Rec/Adult**
658	658	4,185	4,185	824	824	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-60	-60	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,614	7,656	11,289	11,351	6,914	6,948	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
85,699	85,922	77,746	77,786	61,081	60,790	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

November 2021

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	268	58	298	65	248	54	814	176
LOCAL HISTORY								
In person	4	1	5	1	0	0	9	3
Letters written	10	10	10	10	0	0	20	20
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	378	16	307	13	108	5	793	33
Internet use-Wireless	1110		1140		510		2760	
VCR Use	0	0	0	0	0	0	0	0
Microforms	5	1	29	4	0	0	34	5
Public FAX24	39		21		43		103	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	4	1	17	6	0	0	21	7
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	1		5		1		7	
Outreach activities	20	20	0	0	2	1	22	15
Meeting Room Use (no. of group	34	11	40	13	23	8	97	32
Study room use	55	5	35	3	28	2	118	10
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2715	
IN-HOUSE USE ITEMS	236		333		57		626	
SELF-CHECKOUT USE	62		323		29		414	
INTERLIBRARY LOANS								
Requests made for:	7	2	5	1	25	6	37	9
Items rec'd for:	8	4	19	10	35	18	62	31
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	6416	10659	4046	21121
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	213	47	96	356
Number of New Patrons Added	34	33	22	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	2	12	1	6	3	18

Children's Programs (0-13)	10	60	13	78	10	60	33	198
Number attending	72		109		395		576	
YA Programs (14-17)	2	12	1	6	0	0	3	18
Number attending	18		5		3		26	
Adult Programs	4	24	3	18	1	6	8	48
Number attending	63		69		65		197	
Senior Citizen Programs	1	6	2	12	3	18	6	36
Number attending	8		23		21		52	
Total Number of Programs	**17**	102	**21**	126	**15**	90	**53**	318
Total Persons Attending	**161**		**206**		**484**		**851**	
Total Attending Same Month Last Yr.	5		2		21		28	
Total Staff Hours Spent		231		251		183	665	659
Total Number of In-House Program	**15**		**21**		**11**		**47**	
Total Attendance	**113**		**206**		**143**		**462**	
Total Number of Outreach Progran	**2**		**0**		**4**		**6**	
Total Attendance	**48**		**0**		**341**		**389**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4581	66.5%	3715	63.1%	3008	70.2%	11304	66.3%
Corporate	150	2.2%	0	0.0%	0	0.0%	150	0.9%
Juvenile 0-11	130	1.9%	152	2.6%	99	2.3%	381	2.2%
Juvenile-AV	557	8.1%	309	5.2%	388	9.1%	1254	7.4%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	159	2.3%	235	4.0%	130	3.0%	524	3.1%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	42	0.6%	3	0.1%	0	0.0%	45	0.3%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	6	0.1%	0	0.0%	6	0.0%
School	0	0.0%	40	0.7%	0	0.0%	40	0.2%
School AV	0	0.0%	25	0.4%	0	0.0%	25	0.1%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	103	1.7%	0	0.0%	103	0.6%
Staff	926	13.5%	1131	19.2%	477	11.1%	2534	14.9%
Walking books	24	0.3%	14	0.2%	1	0.0%	39	0.2%
YA 12-17	35	0.5%	40	0.7%	20	0.5%	95	3.2%
YA-AV	280	4.1%	113	1.9%	161	3.8%	554	3.2%
Total	6884		5886		4284		17054	
All items borrowed by nonresidents	201	2.9%	309	5.2%	130	3.0%	640	3.8%

R7

Salary Ordinance 2021
Updated 12/13/21

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Bryce Powell	Janitor	$12.06	11/12/21	15	R

We have hired Bryce Powell as Rensselaer Janitor, replacing Marta Pantoja who no longer works for the library.

We have examined and approved the changes to the 2021 Jasper County Public Library Salary Ordinance. Dated 12/13/21.

Janelle L. Harper

Natalie A. Walling

Julie Davidson

R 10

Jasper County Public Library
Hotspot Policy

Jasper County Public Library circulates hotspots to provide mobile access to the internet. Borrowers must be 18 years of age or older and a registered JCPL library user in good standing. Borrowers are limited to one hotspot.

Hotspots will be loaned for 7 days and may not be renewed.

Staff-mediated holds may be placed on hotspots for borrowers 18 years of age or older who do not have one currently checked out.

The overdue fine will be $5.00 per day, and the borrower will be blocked until the hotspot is returned. The library will deactivate devices if they are not returned by their due date.

~~A PIN will be utilized so that patrons cannot change hotspot settings.~~

Available technology on the device may be utilized so that patrons cannot change hotspot settings.

Tampering with hotspot settings is prohibited. The Library reserves the right to block patrons from borrowing hotspots if it feels that there is evidence of tampering.

Adopted October 2017; revised 6/19; reviewed 6/21; revised 12/21

R 12

Capital Asset Policy

~~Fixed Asset Inventory Policy~~

~~Capital purchases (furniture, equipment, books, periodicals and software and improvements to building and grounds) of $200 or more will be added to the Fixed Asset Inventory.~~

Assets with an estimated useful life of more than one year and an original cost of $5000 or more will be considered Capital Assets. In addition, the aggregate of all books and similar materials with a useful life of more than one year, regardless of the original cost, will be considered Capital Assets. For accountability and safeguarding of assets an inventory will be kept on all items costing less than $5000 but more than $200, which will be classified as Non-Capital Assets.

The Business Manager is responsible for maintaining the Capital Asset Ledger. To ensure that the Business Manager receives all information needed to properly maintain the Capital Asset Ledger, Department Heads will submit capital asset information to the Business Office upon receipt of the capital asset via the Capital Asset Information form.

Depreciable assets include: buildings, improvements other than buildings, machinery and equipment, computers, and collections (materials). The straight-line method of depreciation will be used for buildings, improvements other than buildings, machinery & equipment, and computers. The composite method of depreciation will be used for collections (materials). A full year of depreciation will be taken in the year the capital asset was purchased.

The Useful Life of Depreciable Assets (how long we expect to keep assets) are as follows:

- Buildings - 50 years
- Improvements other than buildings – 15 years
- Machinery & Equipment – 10 years
- Computers – 5 years
- Collections (materials) –
    - Books – 7 years
    - Non-print – 5 years
    - Periodicals (not including newspapers) – 2 years

Additional assumptions in regard to collections (materials):

- The library collection is recorded on the Capital Asset Ledger based on the actual cost of the items.
- An asset that is disposed of is considered fully depreciated in the year of disposal regardless of how long it has been in service.
- Annual depreciation and reduction in accumulated depreciation is calculated at year end.

- Assets are removed based on historical cost of items removed in the year of removal or an estimated per unit cost.

Non-Depreciable Assets include land, construction in progress, artwork, and historical artifacts. Artwork and historical artifacts will be considered in two unique groups.

Capital Assets are recorded at historical or original cost. If historical or original cost is not known a reasonable estimate will be made. Normally the cost recorded is the purchase price or construction costs of the asset, but also included are any other reasonable and necessary costs incurred to place the asset in its intended use that can be directly related to the asset. Such costs could include legal/title fees; appraisal/negotiation fees; damage payments; land preparation/demolition costs; architect/accounting fees; design/consulting fees; and transportation charges.

Information used to determine asset valuation, estimated useful life, historical cost and depreciation will be maintained.

3/04; reviewed 8/20; revised 12/21

R18

JCPL Long Range Plan Report
December 2021

Goal 1 – JCPL is a welcoming community hub.

Increased usage of the library and its services – daily use of study rooms and tables by tutors; more people are entering the library each month; Google Total Views (the number of people who found our library by either Google Search OR using Google Maps) this quarter went up by 4% over last quarter. Interestingly, people are using Google Maps 4x more often to find us than they are using Google Search. After they found us (using Google Search or Maps), they requested directions to our libraries 17% more over last quarter and called us 13% more over last quarter; geocaches – statistics show that there were more Geocachers out in the northern part of our county this quarter because DeMotte and Wheatfield had a 21% increase in geocache visits over last quarter; our Facebook Reach increased 9% over the previous quarter, with a nice variety of posts making up the top 10 posts for Reach.

Evidence of improvements to our facilities inside and out – some problematic trees have been trimmed or scheduled for removal; lawn and landscape maintenance is ongoing; rearranged and update some decorations in the Rensselaer children's department.

Evidence of continued safety training for staff and evaluation of current safety measures – staff reviewed portions of the JCPL Staff Must Know List at Wheatfield.

Goal 2 – JCPL will collaborate with community partners to contribute to an interesting, thriving, prosperous community.

Evidence of new and continued collaboration – Participating in Books to Bridge the Region virtual meetings, considering collaborating with Indiana Humanities for their One State/ One Story read in 2022; participated in the Rensselaer Parks Department Scarecrow Trail contest; placed some donated books in the little free libraries located around Rensselaer; in discussion with Purdue Extension representative to schedule a training in December for a specialized story time that focuses on social-emotional skills; worked with Hoopla to broaden access for Digital Access Card holders; library assisted with research for Weston Cemetery Walk; Wheatfield partnered with Modern Woodman to sponsor a craft program; partnered with LifeSmart Senior Services for Medicare 101 informational programs; partnered with KVHS Pre-Engineering students to help with Maker Monday programs.

Increased volunteerism in the community – held a teen volunteer training session for those KVHS students who helped with Maker Monday programs.

Reviewed and revised policies and practices that are more community-focused – translated PrinterOn pamphlet into Spanish.

Increased awareness of community events – sharing the Rensselaer Chamber News email with staff.

Evidence of continued communication with community school students and faculty – attended WES Science Fair at Wheatfield Centennial Park.

Evidence of continued communication with community organizations, businesses, and government units – meeting rooms utilized by TOPS, Girl Scouts, Alcoholics Anonymous, Game Clubs, Boy Scouts, and Garden Clubs to name a few; Rensselaer Chamber includes a Rensselaer Library ad in their weekly email blasts; Reinforcement Design, Cornerstone Real Estate Agency, and Alliance Bank are liking our Instagram posts; North Jasper Head Start and Greater Rensselaer Chamber of Commerce regularly shares our Facebook posts; DeMotte Chamber of Commerce has shared some of our Facebook posts; our Facebook posts have been shared with the Rensselaer Indiana Friends and Town of Wheatfield groups.

Evidence of increased donations and support for the library – receiving daily donations from individuals and organizations; Alliance Bank delivered a check to the library in the amount of $1500 for Swiping for Story Time.

Evidence of continued collaboration with other area libraries – borrowing and lending through SRCS; Indiana State Library large print rotating collection now available; our NICCL group is becoming more organized, and I have begun seeing great sharing of technology ideas and questions on our listserv; Wolcott Community Public Library, Middlebury Library, and Argos Public Library have been liking our Instagram posts.

Goal 3 – JCPL will evaluate services and collections, and how they are marketed to the public.

Maintained or increased number of patron requests acted upon – purchased all patron requests when available.

Marketing materials made available to welcome centers for new residents – Community Connection is continually made available at local businesses.

Evidence of increased community awareness of what the library is doing and why – promoted National Friends of Library week with posts on social media, promoted picture book collections and National Picture Book Month with posts on social media of staff's favorite picture books, post photos of programs on social media and Flickr; redid Printer On brochures and translated into Spanish; redid Beanstack instructions with monthly programs on back as a bookmark; started texting a few of our program regulars to remind them about date/time of programs.

Evidence of new and expanded services – Autumn wreath and wooden snowman craft programs for adults, officially added Curbside Service as a regular library service; our eBook consortium relaxed lending restrictions which resulted in more items being downloaded; story time kits to go; holiday/seasonal kits to go; virtual scavenger hunt for Teen-tober; Nerf Night; Holiday Photo Booth; added ABCMouse database.

Logo utilized on marketing and published materials – creating new business cards using logo.

Goal 4 – JCPL engages its staff and community in lifelong learning.

Evidence of staff training on tech competencies and community engagement – several staff attended virtual TLCU; incorporating tech training objectives in annual performance reviews based on staff Confidence Assessment; Completion of first 4 Tech Competencies tutorials on Niche Academy; began presenting Tech Tip at monthly Staff Meetings; began migrating technology instructions from various locations (email/helpdesk/etc.) to the new Staff Intranet so they are more easily accessible and searchable.

Increased awareness, promotion, & use of digital resources – promoted Overdrive, Hoopla, and other databases through social media posts; a patron flew from South Carolina to the area and wanted to see the Milroy collection.

Evidence of library events where citizens can discuss and learn in a positive environment – book discussions, Alcoholics Anonymous meetings, Knit & Crochet groups, adult craft programs, Who is a Hoosier display, September 11, 2001: The Day the World Changed display, Fun Felt Friday; Tea Blending Program by a Master Tea Blender; Medicare 101 sessions held at each library location.

Increased number of learning opportunities in technology, health, finance, security, life skills, literacy, civic-mindedness, and the arts – offered pumpkin painting on canvas class; developed digital escape room for all ages with Hotel Transylvania theme; created 365 Days of Picture Books Challenge for Beanstack.

Evidence of continued digitization, making accessible interesting and/or historically significant items – library received ARPA Grant to digitize newspapers; purchased Amazon storage for newspaper digitization storage.

Director's Report
November 2021

I will be collecting Board binders at the conclusion of the December Board meeting so that I may insert information you will need for 2022 and remove unnecessary pages. I will return your binders to you at the January meeting. - Patty

Consent Agenda:

You will be approving the minutes of the November Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: No policies are scheduled to be reviewed in December; however, I am bringing a recommendation to you in regard to our Hotspot Policy, a proposed revision. Please see R 10. We are getting ready to launch a new hotspot model which will provide a better experience for our patrons. In preparation for the launch, we were checking over documentation to check for changes for our new hotspots. We noticed that the current Hotspot Policy states - "A PIN will be utilized so that patrons cannot change hotspots settings." We remember that this must have been true for our first hotspots, but we don't always have that option. We recommend revising the policy with a better phrase: "Available technology on the device may be utilized so that patrons cannot change hotspot settings." **If you approve the Consent Agenda items, you will approve revising the Hotspot Policy as presented.**

General Business:

DeMotte Parking Lot Project Bids: Sealed bids are due on December 13 at 3pm and will be publicly opened and read aloud. Architect Harry Mohler will be present at our December Board meeting to share information.

Capital Asset Policy: The State Board of Accounts has some new requirements/recommendations for this required policy. We have revised our current Fixed Asset Inventory Policy to meet the requirements. Please see R 12.

Health & Life Insurance Renewal: Regarding Health & Life Insurance we recommend continuing with the coverage we currently have. The Health Insurance has increased 10.9% and the Life has increased 15 cents per month per employee. Coverage for both remain the same. You will remember that we did seek a quote for a new health insurance option but that came in considerably higher that what we currently offer. We are better off staying where we are. The increased cost for our current coverage was due to a trend in the industry coupled with demographic changes.

Dental & Vision Insurance Renewal: Regarding Dental and Vision Insurance we recommend continuing with what we currently have. Dental Insurance has increased 2.39%. There is no change in the cost of Vision Insurance. Coverage for both remains the same. The Dental Insurance is now providing an enhanced benefit, available at no extra cost. Our agent will work with us regarding how to share information about this enhanced benefit with staff.

2022 Salary Increase: A board vote is required to implement a salary increase for staff in 2022.

Director Salary 2022: As per Board and Administration Monthly Tasks, Director Salary for 2022 is determined in open session.

Election of Officers: You will be electing your slate of officers for 2022. If you wish to proceed with the slate of officers presented at the November meeting, you will need to move to elect the slate of officers as presented: President- Julie Davidson Vice-President- Kevin Kaluf, Secretary- Janet Umlauf, Treasurer- Janelle Harper and Assistant Treasurer- Mark Heinig.

End of December Board Meeting: Board members are scheduled to meet Tuesday, December 29, 2021, at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. We need to set a time for this meeting. We typically meet in the morning. We need four board members to have a quorum. Who is available to attend?

Director's Report:

We have received official word from DLGF that our 2022 Budget has been approved.

In September we received word from Alliance Bank about a September promotion that might benefit the library, Swipe for Story Time. One dollar would be set aside for library story times for a debit swipe in the month of September up to a limit of $10,500. Seven libraries stood to benefit. We were one of the seven. On November 10 Alliance Bank delivered a check to the library in the amount of $1500 for JCPL. Janice Wilma accepted on our behalf. The check will be divided into thirds with each Children's Department receiving $500. Swiping for Story Time was very good to us!

I have provided a Long Range Plan quarterly report for your review. Please see R 18.

We reviewed our Internal Control Standards and System. No revisions are recommended this year.

Our Directors and Officers Liability Insurance Policy is renewing with a slight increase, $109. The coverage remains the same. It is the first increase in premium since 2016.

Rayann, Donna, and I attended a virtual AVC User Group meeting. AVC provides our financial/payroll software.

Rayann and I attended the virtual Annual Report/Bookkeeping Workshop coordinated by the Indiana State Library.

System Administrator News

Sheila worked on a variety of tasks in November: researched AWE tablet locking cases and table stands, contacted ENA and ordered 1G internet line to be installed for DeMotte, worked with Becky to plan for TLC upgrade, researched cost of SSL certificates on TechSoup and emailed ITCounterparts for recommendations for Mel for our website, changed patron PCs to open to our new library website address (https://), coordinated and prepared for our first Tech Tip of the Month presented by Computer Troubleshooters during staff meetings, ordered and configured 36 new hotspots.

Technical Services News

Becky reports, "Last month I worked with Mel and Sheila to do an upgrade of TLC to 4.26 which will increase security. It involves changing some passwords. This has not been resolved yet. We are still seeing which computers need to have the "pink screen" shortcut on them. I met with an Ivy Tech student named Lauren who needed to interview a cataloger for a class. We spoke for about an hour, and she seems like someone who would do well in a library work setting."

DeMotte Library News

Shannon reports, "Neile worked with Jim Pisarski to create a wonderful WW2 themed display case in honor of Veteran's Day. We received a nice compliment that said it reminded them of a museum display. Cliff Havens presented Medicare Life Smart 101, and we had 8 people attend which is really good. Walking Books continues to thrive. Unfortunately, Neile was unable to read at Oak Grove because they were under COVID quarantine the entire month. Doris Myers is our featured artist for November and December. This was an exciting display to have because Doris turned 100 this month! Neile did a snowman craft program that got rave reviews from participants who really enjoyed it and appreciate that the library does these programs. Neile, Karla, and Autumn have been busy little elves this month working on various Christmas displays that will include small and life-size gingerbread houses, as well as a fun walkthrough called "Candy Cane Lane" to get to the houses."

Rensselaer Library News

Linda reports, "The annual Christmas Tree Walk trees are down from the attic, set up and decorated. The following groups are participating in 2021; The Heroes Tree, TOPS, Tri Kappa, Jasper Foundation, Presbyterian Youth, Huth Thompson, and the DAR. Patrons can once again, vote for their favorite tree with UNEXPIRED nonperishable food items which will be delivered to the Rensselaer Food Pantry during the holiday season. Sandy Lanoue, SHIP volunteer, met with seniors once again this year to check that their Medicare plan is still the best one for them."

Wheatfield Library News

Evie reports, "We had some fun things happening at our branch this month. The most exciting thing was our Holiday Photo Booth. We partnered with Spare Room Studios (co-owned by Alesia Klauer, who worked as a clerk here for a short time) to create a festive display using the library's trees and the studio's decorations. We then invited families to come in to take their own photos. We had 36 families/groups participate, totaling 126 people! The best part is that many were not "regulars" of our library, so we saw many new faces visit…hoping they will return, but at least we know the community is aware of what is going on at JCPL."

Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet. - Patty

F1

JCPL FINANCIAL STATEMENT
November 30, 2021

	Beginning 2021 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$986,255.79	$196,225.67	$2,117,770.07	$359,434.52	$1,981,747.00	$850,232.72
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$23,037.10	$768.52	$11,833.62	$1,850.00	$15,262.91	$26,466.39
DeMotte	$7,596.28	$453.73	$2,792.63	$700.00	$4,234.20	$9,037.85
Rensselaer	$13,051.35	$88.19	$6,108.15	$650.00	$7,713.75	$14,656.95
Wheatfield	$2,389.47	$226.60	$2,932.84	$500.00	$3,314.96	$2,771.59
Library Improvement Reserve Fund	$232,233.18	$0.00	$0.00	$20.38	$212.60	$232,445.78
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,276,263.01	$315.35	$6,283.19	$118.13	$1,323.70	$2,271,303.52
Includes Investments of: **$2,108,701.96**						
State Technology Fund Grant Fund	$1,101.29	$1,782.00	$17,820.00	$0.00	$17,448.98	$730.27
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$78.67	$0.00	$55.26	$3.68	$24.03	$47.44
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$2,000.00	$0.00	$2,000.00	$0.00
ARP Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,361.87	$89,333.45	$8,361.87	$89,333.45	$0.00
FICA Tax Collected	$0.00	$8,192.60	$91,514.62	$8,192.60	$91,514.62	$0.00
State Tax Collected	$0.00	$3,688.62	$41,149.03	$3,688.62	$41,149.03	$0.00
County Tax Collected	$0.00	$2,808.97	$31,414.96	$2,808.97	$31,414.96	$0.00
INPRS	$0.00	$3,068.87	$34,644.38	$3,068.87	$34,644.38	$0.00
Deferred Comp Plan	$0.00	$3,040.00	$33,090.00	$3,040.00	$33,090.00	$0.00
Pre-tax Insurance Plan	$0.00	$4,135.99	$44,974.98	$3,972.14	$44,974.86	($0.12)
Life Insurance	$0.00	$286.97	$3,629.07	$289.40	$3,628.96	($0.11)
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,522,381.94	$232,675.43	$2,525,512.63	$394,849.18	$2,387,769.48	$3,384,638.79

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Bank Balances

Jasper County Public Library

Report as of: **11/30/21**

	Bank	
1	Alliance Bank	$1,275,666.83
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,108,701.96
	Total all banks =	**$3,384,638.79**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/17	$140.76	Jan-21
								$110.81	Feb-21
								$113.34	Mar-21
								$115.30	Apr-21
								$110.63	May-21
								$104.85	Jun-21
								$93.35	Jul-21
								$91.79	Aug-21
								$91.35	Sep-21
								$96.29	Oct-21
								$103.86	Nov-21

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$1,172.33**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **11/1/21** *To* **11/30/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$81,162.00	$0.00	$81,162.00	$6,763.46	$74,331.33	$6,830.67	8.4
1.12 SALARY OF ASSISTANTS	$1,205,452.00	$0.00	$1,205,452.00	$97,595.10	$1,078,531.81	$126,920.19	10.5
1.13 WAGES OF JANITORS	$98,306.00	$0.00	$98,306.00	$5,605.07	$76,092.14	$22,213.86	22.6
1.21 EMPLOYER'S SHARE-FICA	$105,946.00	$0.00	$105,946.00	$8,192.60	$91,514.62	$14,431.38	13.6
1.22 UNEMPLOYMENT COMPENSATION	$2,464.00	$0.00	$2,464.00	$0.00	$2,175.65	$288.35	11.7
1.23 EMPLOYER'S CONTRIB.- PERF	$124,140.00	$0.00	$124,140.00	$10,124.66	$111,910.48	$12,229.52	9.9
1.24 EMPLOYER'S CONTRIB.- INS.	$167,607.00	$0.00	$167,607.00	$11,618.55	$130,321.65	$37,285.35	22.2
Subtotal	*$1,785,077.00*		$1,785,077.00	$139,899.44	$1,564,877.68	$220,199.32	12.3
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$45.52	$454.48	90.9
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$528.25	$4,162.39	$2,837.61	40.5
2.21 CLEANING & SANITATION SUPPLIES	$7,000.00	$0.00	$7,000.00	$154.52	$5,322.24	$1,677.76	24.0
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$761.71	$4,070.87	$1,429.13	26.0
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$104.42	$1,395.58	93.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$69.31	$330.69	82.7
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$208.94	$541.06	72.1
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$1,562.03	$8,377.49	$8,122.51	49.2
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$4.92	$95.08	95.1
Subtotal	*$39,750.00*		$39,750.00	$3,006.51	$22,366.10	$17,383.90	43.7
3. Other Services and Charge							

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Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$780.00	$5,160.00	($160.00)	-3.2
3.14 OTHER PROFESSIONAL SERVICES	$6,400.00	$0.00	$6,400.00	$40.00	$1,991.42	$4,408.58	68.9
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$0.00	$15,861.69	$3,138.31	16.5
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$7,575.00	$29,999.97	$1,500.03	4.8
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$13,000.00	$0.00	$13,000.00	$1,079.52	$11,876.36	$1,123.64	8.6
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$288.90	$1,711.10	85.6
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$988.51	$8,902.10	$11,097.90	55.5
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$0.00	$162.69	$8,837.31	98.2
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$108.46	$938.11	$861.89	47.9
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$1,139.64	$12,695.30	$72,624.70	85.1
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$2.09	$495.59	$304.41	38.1
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$2,338.98	$1,161.02	33.2
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,500.00	$0.00	$27,500.00	$0.00	$24,857.00	$2,643.00	9.6
3.51 GAS	$25,000.00	$0.00	$25,000.00	$1,587.16	$12,373.96	$12,626.04	50.5
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$8,170.67	$88,532.82	$21,467.18	19.5
3.53 WATER	$3,500.00	$0.00	$3,500.00	$292.93	$3,517.79	($17.79)	-0.5
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$598.59	$6,492.35	$1,507.65	18.8
3.61 BUILDING & STRUCTURES	$117,000.00	$0.00	$117,000.00	$7,295.75	$43,848.06	$73,151.94	62.5
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$171.25	$328.75	65.8
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$13.03	$294.33	$5.67	1.9
3.91 DUES	$2,600.00	$0.00	$2,600.00	$84.50	$1,892.61	$707.39	27.2
3.93 TAXES & ASSESSMENTS	$2,100.00	$0.00	$2,100.00	$0.00	$418.00	$1,682.00	80.1
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$30.35	$30.35	$169.65	84.8
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.98	MAINTENANCE/SERVICE CONTRACTS	$108,690.00	$0.00	$108,690.00	$2,206.42	$116,834.93	($8,144.93)	-7.5
	Subtotal	*$603,430.00*		$603,430.00	$31,992.62	$390,274.56	$213,155.44	35.3
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$42,000.00	$0.00	$42,000.00	$0.00	$3,347.27	$38,652.73	92.0
4.51	BOOKS	$150,000.00	$0.00	$150,000.00	$9,201.55	$82,358.01	$67,641.99	45.1
4.52	PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$4,984.56	$16,072.73	$427.27	2.6
4.53	NONPRINTED MATERIALS	$64,000.00	$0.00	$64,000.00	$7,140.99	$38,473.72	$25,526.28	39.9
	Subtotal	*$272,500.00*		$272,500.00	$21,327.10	$140,251.73	$132,248.27	48.5
	Grand Total	$2,700,757.00	$0.00	$2,700,757.00	$196,225.67	$2,117,770.07	$582,986.93	21.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

F3d

Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From 11/1/21 To 11/30/21

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$200.00	$1,900.00	$8,100.00	81.0
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$0.00	$2,960.00	$27,040.00	90.1
3.61 BUILDING & STRUCTURES	$605,182.00	$0.00	$605,182.00	$0.00	$0.00	$605,182.00	100.0
Subtotal	*$645,182.00*		$645,182.00	$200.00	$4,860.00	$640,322.00	99.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$186,872.00	$0.00	$186,872.00	$115.35	$1,423.19	$185,448.81	99.2
Subtotal	*$186,872.00*		$186,872.00	$115.35	$1,423.19	$185,448.81	99.2
Grand Total	$832,054.00	$0.00	$832,054.00	$315.35	$6,283.19	$825,770.81	99.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **11/1/21** *To* **11/30/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$17,820.00	($17,820.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$17,820.00	($17,820.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$17,820.00	($17,820.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3e

F4a

Voucher List

Jasper County Public Library

Report Date: From 11/1/21 **To** 11/30/21

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38380	691	ACE HARDWARE	11/8/21	lamp holders	$13.77
38381	692	ANTHEM LIFE	11/8/21	Life insurance premiums- November 2021	$105.50
38382	693	AUTUMN FAGENBAUM	11/8/21	Mileage 10/14/21	$24.64
38383	694	CAPITAL ONE	11/8/21	Walmart: library supplies	$43.36
38384	695	CARDINAL COPIER SOLUTION	11/8/21	Quarterly maintenance agreement on DeMotte staff copier 7/2 - 10/1/21	$500.71
38385	696	CENTURYLINK	11/8/21	Long distance phone charge Acct# 82298462	$0.02
38386	697	CHICAGO TRIBUNE	11/8/21	DeM & Rens: Newspaper subscriptions Acct# 20468938	$295.50
38387	698	COMMONWEALTH TECHNOLO	11/8/21	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$994.00
38388	699	COUNTRYSIDE LANDSCAPING	11/8/21	Wh: Sprinkler system winterization	$146.25
38389	700	CULLIGAN WATER CONDITIO	11/8/21	Wh: Water Cooler Rental- November 2021, 5-gallon drinking water- 10	$100.03
38390	701	DEANNA SOUDERS	11/8/21	Patron refund for copy overpayment	$30.35
38391	702	DEMCO INC	11/8/21	Library supplies	$593.87
38392	703	DONNA BARKO	11/8/21	Mileage 8/3-11/1/21	$98.67
38393	704	EDWARD P. DUMAS	11/8/21	Legal Assistance: DeMotte parking lot project	$200.00
38394	705	ENA SERVICES LLC	11/8/21	Internet Service- September 2021	$1,782.00
38395	706	EVELYN S. PARRISH	11/8/21	Mileage 8/17-10/14/21	$57.12
38396	707	GRAINGER	11/8/21	Batteries, silica sand, light bulbs	$145.93
38397	708	INDIANA WASTE SERVICE	11/8/21	DeM. & Wh: Trash pick-up November 2021	$158.76
38398	709	JANICE WILMA	11/8/21	Damaged book from Lake County Library book kit	$15.00
38399	710	JEFF GASTINEAU	11/8/21	Program presenter	$40.00
38400	711	JOHNSON CONTROLS FIRE P	11/8/21	DeM: Program voice dialer	$913.00
38401	712	KAUFMAN SEAL COATING LLC	11/8/21	Wh: Seal coat & stripe parking lot	$4,800.00
38402	713	KROGER GARDIS & REGAS, L	11/8/21	Legal Assistance- Personnel Matters	$780.00
38403	714	MAGAZINE SUBSCRIPTION SE	11/8/21	January - May 2022 magazine renewals	$4,541.56
38404	715	NIMBO IP LLC	11/8/21	Monthly Managed Service- October 2021	$815.00
38405	716	NIPSCO	11/8/21	DeM. & Wh: Gas & electric service 9/29-10/28/21	$6,069.93
38406	717	NITCO	11/8/21	DeM: Local phone service November 2021	$138.68
38407	718	OVERDRIVE, INC.	11/8/21	Deposit on Advantage Account for future content purchases	$7,575.00
38408	719	PATTY STRINGFELLOW	11/8/21	Mileage 9/13-10/28/21	$68.88
38409	720	POST TRIBUNE	11/8/21	DeM & Rens: Newspaper subscriptions Acct# 44365252	$147.50
38410	721	PRECISION CONTROL SYSTE	11/8/21	Rens: HVAC repairs & preventative maintenance	$1,914.61
38411	722	RACHAEL CAVINDER	11/8/21	Mileage 7/28-10/14/21	$44.80
38412	723	RENSSELAER ROTARY CLUB	11/8/21	3rd quarter dues & foundation contribution	$84.50
38413	724	AMAZON CAPITAL SERVICES	11/8/21	Janitorial, maintenance, & library supplies, books, handheld vacuum	$526.99
38414	725	ANTHEM BLUE CROSS BLUE	11/8/21	Health insurance premiums- November 2021	$14,463.90
38415	726	BAKER & TAYLOR	11/8/21	Books, Continuations, AV, Auto. Yours	$10,895.23
38416	727	BAKER & TAYLOR ENTERTAIN	11/8/21	AV	$2,387.39
38417	728	BARNES & NOBLE, INC	11/8/21	Book	$12.76
38418	729	BETTER CONTAINERS MFG. C	11/8/21	Love My Library bags	$359.68
38419	730	BUSINESS CARD	11/8/21	Library, office, & maintenance supplies, Facebook advertising, security camera sign	$287.17
38420	731	CENTURYLINK	11/8/21	Rens: Fax line service- November 2021	$60.13
38421	732	DELTA DENTAL	11/8/21	Dental insurance premiums- November 2021	$572.04
38422	733	FINDAWAY WORLD, LLC	11/8/21	Playaways, Wonderbooks, Launchpad, charging cord	$1,889.21
38423	734	GRAINGER	11/8/21	Light bulbs, silica sand, batteries, bottle filler filter	$296.22

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38424	735	HAMSTRA BUILDERS, INC.	11/8/21	Rens: inspected front door issues	$163.50
38425	736	ICC BUSINESS PRODUCTS	11/8/21	Correction pen, wrist rest mousepad, calendars	$106.68
38426	737	INDIANA GROCERY GROUP, L	11/8/21	Management Meeting expenses	$25.54
38427	738	JASPER COUNTY EXTENSION	11/8/21	Plat books	$50.00
38428	739	KAPCO	11/8/21	Library supplies	$287.86
38429	740	MIDWEST TAPE	11/8/21	AV	$1,160.42
38430	741	OFFICE DEPOT	11/8/21	Library, office, & janitorial supplies	$154.20
38431	742	QUILL LLC	11/8/21	Library & office supplies	$209.80
38432	743	SUNRISE PACKAGING	11/8/21	Audiobook cases, TV series cases	$604.60
38433	744	ULINE	11/8/21	DVD cases, filament tape	$277.79
38434	745	UNIQUE MANAGEMENT SERVI	11/8/21	Collections: Initial/Secondary Placements- October 2021	$8.95
38435	746	VSP INSURANCE CO. (CT)	11/8/21	Vision insurance premiums- November 2021	$214.74
0	747	PAYROLL	11/10/21	PAYROLL	$53,862.53
0	748	CHRISTINA SANDERS	11/10/21	Courier Mileage 10/16-10/31/21 (Conf. #1084)	$312.48
0	749	GREAT-WEST RETIREMENT	11/10/21	Annuity Withheld 11/10/21 payroll (Ref. #946661164)	$1,520.00
0	750	INPRS fbo PERF	11/10/21	INPRS Contributions 11/10/21 Payroll	$6,457.14
0	751	IRS USA TAXPAYMENT	11/10/21	Additional Federal Withholding, Medicare, & FICA withheld 11/10/21 Payroll & Ins. (Acknowledgement# 64334439)	$12,086.82
0	752	TOWN OF WHEATFIELD	11/10/21	Wh: Sewer Service- November 2021 (Conf# 1086)	$77.35
0	753	TOWN OF DEMOTTE	11/10/21	Dem: Sewer & Water : October 2021 (Conf #1085)	$134.23
0	754	PAYROLL	11/24/21	PAYROLL	$56,101.10
0	755	ALLIANCE BANK	11/24/21	Direct Deposit Fees - October 2021	$36.50
0	756	AFLAC	11/24/21	Supplemental Insurance November 2021 (Conf #1088)	$685.33
0	757	CENTURYLINK	11/24/21	Wh: Fax line November 2021(Conf# 1089)	$65.71
0	758	CHRISTINA SANDERS	11/24/21	Courier Mileage 11/1-11/15/21 (Conf. #1087)	$381.92
0	759	CITY OF RENSSELAER	11/24/21	Rens: Utilities: 10/6-11/5/21 (Conf #150794724)	$4,122.08
0	760	GREAT-WEST RETIREMENT	11/24/21	Annuity Withheld 11/24/21 payroll (Ref. #949517851)	$1,520.00
0	761	INDIANA DEPARTMENT OF RE	11/24/21	State & County Taxes withheld November 2021 Payrolls (Conf #0-005-071-676)	$6,497.59
0	762	INPRS fbo PERF	11/24/21	INPRS Contributions 11/24/21 Payroll	$6,736.39
0	763	IRS USA TAXPAYMENT	11/24/21	Federal Withholding, Medicare, & FICA withheld 11/24/21 Payroll & Ins. (Acknowledgement# 21297002)	$12,660.25
0	764	SPRINT	11/24/21	Hotspot Data Service 10/12 - 11/11/21 (Conf #1090)	$1,139.64
38385	766	CENTURYLINK	11/29/21	Void Voucher #696, Check #38385	($0.02)
0	767	ALLIANCE BANK	11/30/21	Positive Pay Fee- November 2021	$15.00
0	768	SQUARE, INC	11/30/21	Merchant Processing Fees- November 2021	$9.65

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$232,675.43**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 6, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $232,675.43

Date this 13th **day of** December **,20**21.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
November 30, 2021

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$450.97	$6,088.49
DeMotte	$114.28	$1,621.21		
Rensselaer	$310.70	$3,239.42		
Wheatfield	$25.99	$1,227.86		
PHOTOCOPIES:			$866.79	$7,422.79
DeMotte	$149.15	$2,272.25		
Rensselaer	$615.79	$4,088.59		
Wheatfield	$101.85	$1,061.95		
INTEREST (Checking, Repurchase, CDs):			$68.92	$791.89
TAXES:			$357,995.30	$1,966,051.81
Property Tax	$283,324.80	$1,070,043.97		
LOIT	$17,903.58	$196,939.38		
License Excise Tax	$0.00	$64,265.11		
Financial Institution Tax	$0.00	$1,914.23		
CVET(Commercial Vehicle Excise)	$0.00	$8,453.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$56,766.92	$624,436.12		
TAXABLE SALES:-			$2.54	$38.67
REFUNDS:			$50.00	$1,353.35
Rebates/Refund	$0.00	$898.42		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$50.00	$250.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$204.93		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$359,434.52**	**$1,981,747.00**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$1,850.00	$15,262.91
DeMotte	$700.00	$4,234.20		
Rensselaer	$650.00	$7,713.75		
Wheatfield	$500.00	$3,314.96		
LIB. IMPROV. RESERVE FUND:			$20.38	$212.60
Interest Earned	$20.38	$212.60		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$118.13	$1,323.70
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$118.13	$1,323.70		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$17,448.98
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$3.68	$24.03
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$2,000.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$361,426.71**	**$2,018,019.22**

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WITHHOLDING ACCOUNT FUNDS:			$33,422.47	$369,750.26
FIT Tax Collected	$8,361.87	$89,333.45		
FICA Collected	$8,192.60	$91,514.62		
State Tax Collected	$3,688.62	$41,149.03		
County Tax Collected	$2,808.97	$31,414.96		
INPRS	$3,068.87	$34,644.38		
Deferred Comp Plan	$3,040.00	$33,090.00		
Pre-tax Insurance Plan	$3,972.14	$44,974.86		
Life Insurance	$289.40	$3,628.96		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$394,849.18**	**$2,387,769.48**

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Voucher List

Jasper County Public Library

Report Date: From **12/1/21** *To* **12/13/21**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	769	PAYROLL	12/10/21	PAYROLL	$56,199.04
0	770	CHRISTINA SANDERS	12/10/21	Courier Mileage 11/16-11/30/21 (Conf. #1091)	$312.48
0	771	GREAT-WEST RETIREMENT	12/10/21	Annuity Withheld 12/10/21 payroll (Ref. #955534492)	$1,520.00
0	772	INPRS fbo PERF	12/10/21	INPRS Contributions 12/10/21 Payroll	$6,743.49
0	773	IRS USA TAXPAYMENT	12/10/21	Federal Withholding, Medicare, & FICA withheld 12/10/21 Payroll & Ins. (Acknowledgement# 74822661)	$12,700.22
0	774	TOWN OF DEMOTTE	12/10/21	Dem: Sewer & Water : November 2021 (Conf #1092)	$143.46
0	775	TOWN OF WHEATFIELD	12/10/21	Wh: Sewer Service- December 2021 (Conf# 1093)	$77.35
38436	776	AARON'S LAWN CARE	12/13/21	Mowing & edging	$1,015.00
38437	777	ACE HARDWARE	12/13/21	Downspout extension	$9.99
38438	778	ADVANCED IMAGING SOLUTI	12/13/21	Quarterly maintenance agreement on patron copiers	$709.12
38439	779	AMAZON CAPITAL SERVICES	12/13/21	Books	$78.95
38440	780	ANTHEM BLUE CROSS BLUE	12/13/21	Health insurance premiums- December 2021	$14,463.90
38441	781	ANTHEM LIFE	12/13/21	Life insurance premiums- December 2021	$113.60
38442	782	BAKER & TAYLOR	12/13/21	Books, Continuations, AV, Auto. Yours	$6,172.84
38443	783	BAKER & TAYLOR ENTERTAIN	12/13/21	AV	$1,382.78
38444	784	BARNES & NOBLE, INC	12/13/21	Book	$28.99
38445	785	BUSINESS CARD	12/13/21	Library supplies, Facebook advertising, background checks	$872.41
38446	786	CANVA US INC	12/13/21	Canva Pro licenses	$420.00
38447	787	CAPITAL ONE	12/13/21	Walmart: Library & janitorial supplies	$576.89
38448	788	CAPITAL ONE TRADE CREDIT	12/13/21	Kem's Hardware: door hold kick down	$8.49
38449	789	CENTURYLINK	12/13/21	Rens: Fax line service- December 2021	$60.13
38450	790	CI INSURANCE	12/13/21	D & O Professional Liability 2022 renewal; Worker's Compensation Audit of 4/16/20-4/16/21, additional premium due	$3,819.00
38451	791	CULBRETH'S LAWN & TREE LL	12/13/21	Wh: removal of 7 trees & stumps	$2,400.00
38452	792	CULLIGAN WATER CONDITIO	12/13/21	Wh: Water Cooler Rental- December 2021	$13.03
38453	793	DELL MARKETING L.P.	12/13/21	Waste toner container	$19.94
38454	794	DELTA DENTAL	12/13/21	Dental insurance premiums- December 2021	$572.04
38455	795	ENA SERVICES LLC	12/13/21	Internet Service- October 2021	$1,782.00
38456	796	ENGAGED PATRONS.ORG	12/13/21	Events hosting service 1/1/2022-12/31/2022	$229.00
38457	797	FINDAWAY WORLD, LLC	12/13/21	Playaways	$174.22
38458	798	HAMSTRA BUILDERS, INC.	12/13/21	DeM: installed continuous hinges on main entrance doors	$912.00
38459	799	INDIANA WASTE SERVICE	12/13/21	DeM. & Wh: Trash pick-up December 2021	$158.76
38460	800	KANKAKEE VALLEY POST NE	12/13/21	DeM: Newspaper subscription Acct# 0045635	$99.00
38461	801	KANKAKEE VALLEY PUBLISHI	12/13/21	Notice to Bidders for DeMotte Parking Lot Project	$112.30
38462	802	KAYLA DE JONG	12/13/21	Mileage 10/27-12/3/21	$26.43
38463	803	KROGER GARDIS & REGAS, L	12/13/21	Legal Assistance- Personnel Matters	$655.50
38464	804	MIDWEST TAPE	12/13/21	AV	$601.07
38465	805	MOTION PICTURE LICENSING	12/13/21	Wh: MPLC Umbrella License 1/3/22-1/3/23	$135.13
38466	806	NIMBO IP LLC	12/13/21	Monthly Managed Service- November 2021	$815.00
38467	807	NIPSCO	12/13/21	DeM. & Wh: Gas & electric service 10/28-11/30/21	$6,001.54
38468	808	NITCO	12/13/21	DeM: Local phone service December 2021	$136.99
38469	809	POST TRIBUNE	12/13/21	DeM & Rens: Newspaper subscriptions Acct# 44365252	$147.50
38470	810	RAINBOW PRINTING	12/13/21	Library cards	$870.00
38471	811	RAYANN GILMORE	12/13/21	Mileage 8/30-9/1/21	$42.50
38472	812	RELIABLE EXTERMINATORS, I	12/13/21	Rens: Exterior Treatment	$152.00
38473	813	SECTIGO LIMITED	12/13/21	Website security certificate, Invoice# 120032075	$468.00
38474	814	SHANNON HELDAK	12/13/21	Mileage 10/21-12/7/21	$27.44

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38475	815	STEVE'S SPECIALIZED SERVI	12/13/21	Laundry	$10.00
38476	816	UNIQUE MANAGEMENT SERVI	12/13/21	Collections: Initial/Secondary Placements- November 2021	$35.80
38477	817	VSP INSURANCE CO. (CT)	12/13/21	Vision insurance premiums- December 2021	$214.74
38478	818	ZIESE PLUMBING, HEATING, &	12/13/21	Rens: Repaired toilet flush valve	$245.00
38479	819	AARON'S LAWN CARE	12/13/21	Fall yard clean-up	$320.00
38480	820	CENTURYLINK	12/13/21	Wh: Fax line December 2021	$65.71
38481	821	ENA SERVICES LLC	12/13/21	Internet Service- November 2021	$1,782.00
38482	822	GRAINGER	12/13/21	enmotion paper towel rolls	$97.40
38483	823	JASPER COUNTY ABSTRACT	12/13/21	DeMotte Parking Lot Project: Research & examination of Tenth Street in DeMotte	$375.00
38484	824	OFFICE DEPOT	12/13/21	Library, office, & janitorial supplies	$850.49
38485	825	POSTMASTER	12/13/21	Pre-stamped post cards, stamps	$671.20
38486	826	QUILL LLC	12/13/21	Janitorial, office, & library supplies	$456.40
				Total Amount of Claims	**$129,103.26**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 13, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$129,103.26**

Date this 13th **day of** December **,20**21**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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JCPL FINANCIAL STATEMENT
October 31, 2021

	Beginning 2021 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$986,255.79	$209,981.52	$1,921,544.40	$76,136.07	$1,622,312.48	$687,023.87
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$23,037.10	$217.81	$11,065.10	$250.00	$13,412.91	$25,384.91
DeMotte	$7,596.28	$0.00	$2,338.90	$0.00	$3,534.20	$8,791.58
Rensselaer	$13,051.35	$125.69	$6,019.96	$100.00	$7,063.75	$14,095.14
Wheatfield	$2,389.47	$92.12	$2,706.24	$150.00	$2,814.96	$2,498.19
Library Improvement Reserve Fund	$232,233.18	$0.00	$0.00	$18.47	$192.22	$232,425.40
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,276,263.01	$0.00	$5,967.84	$109.23	$1,205.57	$2,271,500.74
Includes Investments of: $2,108,598.10						
State Technology Fund Grant Fund	$1,101.29	$1,782.00	$16,038.00	$0.00	$17,448.98	$2,512.27
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$78.67	$0.00	$55.26	$3.59	$20.35	$43.76
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$2,000.00	$0.00	$2,000.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,489.50	$80,971.58	$8,489.50	$80,971.58	$0.00
FICA Tax Collected	$0.00	$8,354.54	$83,322.02	$8,354.54	$83,322.02	$0.00
State Tax Collected	$0.00	$3,758.95	$37,460.41	$3,758.95	$37,460.41	$0.00
County Tax Collected	$0.00	$2,869.37	$28,605.99	$2,869.37	$28,605.99	$0.00
INPRS	$0.00	$3,073.03	$31,575.51	$3,073.03	$31,575.51	$0.00
Deferred Comp Plan	$0.00	$3,040.00	$30,050.00	$3,040.00	$30,050.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,972.08	$40,838.99	$3,972.14	$41,002.72	$163.73
Life Insurance	$0.00	$288.37	$3,342.10	$288.40	$3,339.56	($2.54)
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,522,381.94	$245,827.17	$2,292,837.20	$110,363.29	$1,992,920.30	$3,222,465.04

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Bank Balances

Jasper County Public Library

Report as of: **10/31/21**

	Bank	
1	Alliance Bank	$1,113,596.94
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,108,598.10
	Total all banks =	**$3,222,465.04**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **10/1/21** *To* **10/31/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$81,162.00	$0.00	$81,162.00	$6,763.46	$67,567.87	$13,594.13	16.7
1.12 SALARY OF ASSISTANTS	$1,205,452.00	$0.00	$1,205,452.00	$98,354.52	$980,936.71	$224,515.29	18.6
1.13 WAGES OF JANITORS	$98,306.00	$0.00	$98,306.00	$6,962.21	$70,487.07	$27,818.93	28.3
1.21 EMPLOYER'S SHARE-FICA	$105,946.00	$0.00	$105,946.00	$8,354.54	$83,322.02	$22,623.98	21.4
1.22 UNEMPLOYMENT COMPENSATION	$2,464.00	$0.00	$2,464.00	$237.40	$2,175.65	$288.35	11.7
1.23 EMPLOYER'S CONTRIB.- PERF	$124,140.00	$0.00	$124,140.00	$10,179.80	$101,785.82	$22,354.18	18.0
1.24 EMPLOYER'S CONTRIB.- INS.	$167,607.00	$0.00	$167,607.00	$11,789.16	$118,703.10	$48,903.90	29.2
Subtotal	*$1,785,077.00*		$1,785,077.00	$142,641.09	$1,424,978.24	$360,098.76	20.2
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$45.52	$454.48	90.9
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$261.27	$3,634.14	$3,365.86	48.1
2.21 CLEANING & SANITATION SUPPLIES	$7,000.00	$0.00	$7,000.00	$374.95	$5,167.72	$1,832.28	26.2
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$661.07	$3,309.16	$2,190.84	39.8
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$104.42	$1,395.58	93.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$69.31	$330.69	82.7
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$208.94	$541.06	72.1
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$262.05	$6,815.46	$9,684.54	58.7
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$4.92	$4.92	$95.08	95.1
Subtotal	*$39,750.00*		$39,750.00	$1,564.26	$19,359.59	$20,390.41	51.3
3. Other Services and Charge							

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Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$5,000.00	$0.00	$5,000.00	$0.00	$4,380.00	$620.00	12.4
3.14 OTHER PROFESSIONAL SERVICES	$6,400.00	$0.00	$6,400.00	$62.00	$1,951.42	$4,448.58	69.5
3.145 DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$3,811.00	$15,861.69	$3,138.31	16.5
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$22,424.97	$9,075.03	28.8
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$13,000.00	$0.00	$13,000.00	$1,079.56	$10,796.84	$2,203.16	16.9
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$46.90	$288.90	$1,711.10	85.6
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$903.28	$7,913.59	$12,086.41	60.4
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$0.00	$162.69	$8,837.31	98.2
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$117.76	$829.65	$970.35	53.9
3.26 NETWORKING	$85,320.00	$0.00	$85,320.00	$1,139.64	$11,555.66	$73,764.34	86.5
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$493.50	$306.50	38.3
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$2,338.98	$1,161.02	33.2
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$27,500.00	$0.00	$27,500.00	$9,939.50	$24,857.00	$2,643.00	9.6
3.51 GAS	$25,000.00	$0.00	$25,000.00	$899.21	$10,786.80	$14,213.20	56.9
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$9,078.00	$80,362.15	$29,637.85	26.9
3.53 WATER	$3,500.00	$0.00	$3,500.00	$268.03	$3,224.86	$275.14	7.9
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$593.68	$5,893.76	$2,106.24	26.3
3.61 BUILDING & STRUCTURES	$117,000.00	$0.00	$117,000.00	$2,480.42	$36,552.31	$80,447.69	68.8
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$171.25	$328.75	65.8
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$13.03	$281.30	$18.70	6.2
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,808.11	$791.89	30.5
3.93 TAXES & ASSESSMENTS	$2,100.00	$0.00	$2,100.00	$0.00	$418.00	$1,682.00	80.1
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3.98 MAINTENANCE/SERVICE CONTRACTS	$108,690.00	$0.00	$108,690.00	$20,090.17	$114,628.51	($5,938.51)	-5.5
Subtotal	*$603,430.00*		$603,430.00	$50,522.18	$358,281.94	$245,148.06	40.6
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$42,000.00	$0.00	$42,000.00	$79.64	$3,347.27	$38,652.73	92.0
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$10,234.65	$73,156.46	$76,843.54	51.2
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$747.00	$11,088.17	$5,411.83	32.8
4.53 NONPRINTED MATERIALS	$64,000.00	$0.00	$64,000.00	$4,192.70	$31,332.73	$32,667.27	51.0
Subtotal	*$272,500.00*		$272,500.00	$15,253.99	$118,924.63	$153,575.37	56.4
Grand Total	$2,700,757.00	$0.00	$2,700,757.00	$209,981.52	$1,921,544.40	$779,212.60	28.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

F4a - amended

Voucher List

Jasper County Public Library

Report Date: From 10/1/21 **To** 10/31/21

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	620	PAYROLL	10/8/21	PAYROLL	$55,810.76
38331	621	AARON'S LAWN CARE	10/11/21	Mowing & edging	$681.00
38332	622	ACE HARDWARE	10/11/21	Grease for meeting room divider track	$4.99
38333	623	AGE OF LEARNING, INC.	10/11/21	ABCmouse database subscription 10/1/21-9/30/22; set-up fee	$1,761.00
38334	624	ANTHEM BLUE CROSS BLUE	10/11/21	Health insurance premiums- October 2021	$14,463.90
38335	625	ANTHEM LIFE	10/11/21	Life insurance premiums- October 2021	$113.60
38336	626	BOOKPAGE	10/11/21	BookPage subscription- 12 monthly issues, November 2021 - October 2022, 100 copies	$588.00
38337	627	BUSINESS CARD	10/11/21	Book, conference room ceiling fan, STEM & Flannel Friday program supplies	$115.62
38338	628	BUSINESS MANAGEMENT DAI	10/11/21	Payroll Legal Alert subscription	$159.00
38339	629	CAPITAL ONE TRADE CREDIT	10/11/21	Kem's Hardware: plexiglas, supplies to hang plexiglas	$124.84
38340	630	CI INSURANCE	10/11/21	Semi-annual premium for building insurance	$9,939.50
38341	631	CULBRETH'S LAWN & TREE LL	10/11/21	Rens: Trimmed birch tree overhanging building	$300.00
38342	632	CULLIGAN WATER CONDITIO	10/11/21	Wh: Water Cooler Rental- October 2021	$13.03
38343	633	DELTA DENTAL	10/11/21	Dental insurance premiums- October 2021	$572.04
38344	634	EBSCO INFORMATION SERVI	10/11/21	Consumer Reports database subscription 10/1-21-9/30/22	$2,050.00
38345	635	ENA SERVICES LLC	10/11/21	Internet Service- August 2021	$1,782.00
38346	636	INDIANA WASTE SERVICE	10/11/21	DeM. & Wh: Trash pick-up October 2021	$158.76
38347	637	JOHNSON CONTROLS FIRE P	10/11/21	DeM: Replaced one exit light battery; replaced two batteries in fire panel	$894.00
38348	638	KONE, INC.	10/11/21	DeM: Elevator Maintenance Agreement 10/1-12/31/21	$483.81
38349	639	KROOSWYK PLUMBING, HEAT	10/11/21	DeM: Water solenoid replacement on water fountain	$248.42
38350	640	MELISSA J. WIDNER	10/11/21	Mileage 9/18/21	$24.64
38351	641	NEILE TRAINOR	10/11/21	Mileage 7/2-9/29/21	$56.00
38352	642	NIMBO IP LLC	10/11/21	Monthly Managed Service- September 2021	$815.00
38353	643	NIPSCO	10/11/21	DeM. & Wh: Gas & electric service 8/30-9/29/21	$6,292.21
38354	644	NITCO	10/11/21	DeM: Local phone service October 2021	$138.68
38355	645	PATTY EENIGENBURG	10/11/21	Mileage 8/30-9/18/21	$17.36
38356	646	PRECISION CONTROL SYSTE	10/11/21	Rens: Preventative maintenance	$712.90
38357	647	ROEING CORPORATION	10/11/21	Tech Maintenace Support 2021- 4th installment	$17,250.00
38358	648	SHANNON HELDAK	10/11/21	Mileage 3/4-9/3/21	$41.44
38363	649	STAPLES CREDIT PLAN	10/11/21	Acrylic paint, tissue paper, metal copy holder	$47.97
38359	650	STEVE'S SPECIALIZED SERVI	10/11/21	Laundry	$62.00
38360	651	TODAY'S BUSINESS SOLUTIO	10/11/21	PrinterOn Service Plan	$1,485.00
38361	652	TRUGREEN PROCESSING CE	10/11/21	Lawn fertilization, insect & disease control service	$357.00
38362	653	VSP INSURANCE CO. (CT)	10/11/21	Vision insurance premiums- October 2021	$214.74
0	654	CAPITAL ONE TRADE CREDIT	10/8/21	Kem's Hardware: door hold kick down	$16.98
0	655	CHRISTINA SANDERS	10/8/21	Courier Mileage 9/16-9/30/21 (Conf. #1075)	$381.92
0	656	GREAT-WEST RETIREMENT	10/8/21	Annuity Withheld 10/8/21 payroll (Ref. #939455857)	$1,520.00
0	657	INDIANA DEPT. OF WORKFOR	10/8/21	3rd Quarter 2021 Unemployment Compensation Pymt Conf #4667855	$237.40
0	658	INPRS fbo PERF	10/8/21	INPRS Contributions 10/8/21 Payroll	$6,573.76
0	659	IRS USA TAXPAYMENT	10/8/21	Additional Federal Withholding, Medicare, & FICA withheld 10/8/21 Payroll & Ins. (Acknowledgement# 35191300)	$12,540.48
0	660	TOWN OF DEMOTTE	10/8/21	Dem: Sewer & Water : September 2021 (Conf #1076)	$136.33
0	661	TOWN OF WHEATFIELD	10/8/21	Wh: Sewer Service- October 2021 (Conf# 1077)	$77.35
38364	662	BAKER & TAYLOR	10/11/21	Books, Continuations, AV, Auto. Yours	$11,287.66

F4b - amended

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38365	663	BAKER & TAYLOR ENTERTAIN	10/11/21	AV	$2,395.64
38366	664	BARNES & NOBLE, INC	10/11/21	Books	$86.14
38367	665	CAPITAL ONE	10/11/21	Walmart: Maintenance, library, & office supplies	$65.90
38368	666	CENTURYLINK	10/11/21	Rens: Fax line service- October 2021	$60.13
38369	667	DEMCO INC	10/11/21	Library supplies	$144.34
38370	668	FINDAWAY WORLD, LLC	10/11/21	Wonderbooks	$474.91
38371	669	GRAINGER	10/11/21	Maintenance & janitorial supplies	$505.20
38372	670	INDIANA GROCERY GROUP, L	10/11/21	Staff Development Day expenses	$33.30
38373	671	MIDWEST TAPE	10/11/21	AV	$450.11
38374	672	OFFICE DEPOT	10/11/21	Library, office, & janitorial supplies	$224.40
38375	673	QUILL LLC	10/11/21	Library, janitorial, & office supplies	$422.57
38376	674	RAYANN GILMORE	10/11/21	Rensselaer Petty Cash: postage	$46.90
38377	675	SMITH FARM STORE	10/11/21	Straw bale for scarecrow walk	$6.25
38378	676	TOWN OF DEMOTTE	10/11/21	Hydrant charge	$60.00
38379	677	UNIQUE MANAGEMENT SERVI	10/11/21	Collections: Initial/Secondary Placements- September 2021	$98.45
0	678	PAYROLL	10/25/21	PAYROLL	$56,269.43
0	679	ALLIANCE BANK	10/25/21	Direct Deposit Fees - September 2021	$36.60
0	680	CENTURYLINK	10/25/21	Wh: Fax line October 2021(Conf# 1078)	$65.71
0	681	CHRISTINA SANDERS	10/25/21	Courier Mileage 10/1-10/15/21 (Conf. #1081)	$381.92
0	682	CITY OF RENSSELAER	10/25/21	Rens: Utilities: 9/8-10/6/21 (Conf #150677913)	$4,114.27
0	683	GREAT-WEST RETIREMENT	10/25/21	Annuity Withheld 10/25/21 payroll (Ref. #942039606)	$1,520.00
0	684	INDIANA DEPARTMENT OF RE	10/25/21	State & County Taxes withheld October 2021 Payrolls (Conf #0004656986)	$6,628.32
0	685	INPRS fbo PERF	10/25/21	INPRS Contributions 10/25/21 Payroll	$6,679.07
0	686	IRS USA TAXPAYMENT	10/25/21	Additional Federal Withholding, Medicare, & FICA withheld 10/25/21 Payroll & Ins. (Acknowledgement# 43703561)	$12,658.10
0	687	SPRINT	10/25/21	Hotspot Data Service 9/12 - 10/11/21 (Conf #1082)	$1,139.64
0	688	AFLAC	10/25/21	Supplemental Insurance October 2021 (Conf #1083)	$685.33
0	689	ALLIANCE BANK	10/29/21	Positive Pay Fee- October 2021	$15.00
0	690	SQUARE, INC	10/31/21	Merchant Processing Fees- October 2021	$8.41
0	765	CENTURYLINK	10/25/21	Long distance phone charge Acct# 82298462 (error with online bill pay caused two transactions to go through totaling $.04)	$0.04

F4c - amended

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$245,827.17**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 29, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$245,827.17**

Date this 13th **day of** December **,20**21 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

YR. END

Agenda
Jasper County Public Library
Board of Trustees Year-End Meeting
Wednesday, December 29, 2021; 9am
Rensselaer Library Meeting Room

	Purpose
Opening of Meeting	Moment of Silence
Bills to be Allowed	Action
Transfers of Funds	Action
Capital Assets Policy In-Effect Date	Action
Public Forum	
Adjournment	

F 7a

Voucher List

Jasper County Public Library

Report Date: From **12/14/21** *To* **12/29/21**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	827	PAYROLL	12/23/21	PAYROLL	$56,208.34
0	828	AFLAC	12/23/21	Supplemental Insurance December 2021 (Conf #1095)	$685.33
0	829	CHRISTINA SANDERS	12/23/21	Courier Mileage 12/1-12/15/21 (Conf. #1096)	$381.92
0	830	CITY OF RENSSELAER	12/23/21	Rens: Utilities: 11/5-12/07/21 (Conf #150928449)	$3,494.03
0	831	GREAT-WEST RETIREMENT	12/23/21	Annuity Withheld 12/23/21 payroll (Ref. #959034527)	$1,520.00
0	832	INDIANA DEPARTMENT OF RE	12/23/21	State & County Taxes withheld December 2021 Payrolls (Conf #0-005-370-876)	$6,656.69
0	833	INPRS fbo PERF	12/23/21	INPRS Contributions 12/23/21 Payroll	$6,674.40
0	834	IRS USA TAXPAYMENT	12/23/21	Federal Withholding, Medicare, & FICA withheld 12/23/21 Payroll & Ins. (Acknowledgement# 71617121)	$12,638.12
0	835	SPRINT	12/23/21	Hotspot Data Service 11/12 - 12/11/21 (Conf #1094)	$985.70
38487	836	ACE HARDWARE	12/29/21	Air handler filters, LED bulbs, flagpole repair parts	$52.55
38488	837	BAKER & TAYLOR	12/29/21	Books, Continuations, AV, Auto. Yours	$4,593.90
38489	838	BAKER & TAYLOR ENTERTAIN	12/29/21	AV	$1,375.32
38490	839	BARNES & NOBLE, INC	12/29/21	Book	$12.79
38491	840	CAPITAL ONE	12/29/21	Walmart: Library, janitorial, & maintenance supplies	$227.80
38492	841	CARRIAGE PAPER PRODUCT	12/29/21	Thermal receipt paper rolls	$155.34
38493	842	DANIEL VAN BLAIRCOM	12/29/21	Mileage 1/8-12/10/21	$36.96
38494	843	DEMCO INC	12/29/21	Library supplies	$297.34
38495	844	DONNA BARKO	12/29/21	Mileage 11/5-12/17/21	$7.28
38496	845	EDWARD P. DUMAS	12/29/21	Legal Assistance: DeMotte parking lot project	$100.00
38497	846	EVELYN S. PARRISH	12/29/21	Mileage 10/11-12/17/21	$64.96
38498	847	FINDAWAY WORLD, LLC	12/29/21	Playaways	$264.21
38499	848	GRAINGER	12/29/21	Light bulbs	$189.60
38500	849	GREY HOUSE PUBLISHING	12/29/21	Continuations	$252.50
38501	850	HAMSTRA BUILDERS, INC.	12/29/21	Rens: Repaired parking lot lights	$109.00
38502	851	LINDA POORTENGA	12/29/21	Mileage 12/13/21	$24.64
38503	852	MIDWEST TAPE	12/29/21	AV	$431.88
38504	853	NEILE TRAINOR	12/29/21	Mileage 10/6-12/23/21	$44.80
38505	854	OFFICE DEPOT	12/29/21	Janitorial, office, & library supplies	$723.65
38506	855	PEGGY MICHELIN	12/29/21	Mileage 9/15-12/2/21	$7.56
38507	856	QUILL LLC	12/29/21	Janitorial & office supplies, wireless mouse	$445.31
38508	857	RACHAEL CAVINDER	12/29/21	Mileage 12/13/21	$8.96
38509	858	TRUGREEN PROCESSING CE	12/29/21	Ice melt	$180.00
0	859	ALLIANCE BANK	12/29/21	Direct Deposit Fees - November 2021	$36.50

F7b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$98,887.38**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 28, 2021

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $98,887.38

Date this 29th **day of** December **,20** 21 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

December 29, 2021

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND (100)

	Added Amount Appropriated		Amount Reduced
3.13 Legal Services	$ 815.50	3.26 Networking	$ 11,441.81
3.42 Other Insurance	$ 1,176.00		
3.53 Water	$ 232.95		
3.72 Equipment Rentals	$ 7.36		
3.98 Maintenance/Service Contracts	$ 9,210.00		
TOTAL Added	**$ 11,441.81**	**TOTAL Reduced**	**$ 11,441.81**

AYE

Julie Davidson

Natalie A. Waling

Janet Unley

NAY

ATTEST:

Julie Davidson

Secretary, Jasper County Public Library Board